Project and Expenditure Report User Guide

Capital Projects Fund



Table of Contents

Section I. Reporting Basics 3
Section II. Navigation and Logistics 6
Section III. Reporting Requirements 9
Section IV. Project and Expenditure Report 13
Section V. Editing and Revising Your Data 39
Appendix A – Bulk File Upload Overview 42
Appendix B – CPF Use Case Programmatic Data 51
Appendix C – CPF 1A – Broadband Infrastructure Templates 63
Appendix D – Frequently Asked Questions (FAQs) 66

List of Figures

Figure 1 - Landing Page 6
Figure 2 - My Compliance Reports 6
Figure 3 - Navigation Bar 7
Figure 4 - Text Box Entry 7
Figure 5 - Reporting Schedule 9
Figure 6 - CPF Program and Project Structure for an Example 1A CPF Program Plan with Two Projects 11
Figure 7 - Example relationship between Program Plans, Subrecipients, and Projects 12
Figure 8 - Introduction and Bulk Upload Templates Screen 14
Figure 9 - Recipient Information 15
Figure 10 - Program Plan Information 16
Figure 11 - Subrecipient Entry 17
Figure 12 - My Subrecipients List 17
Figure 13 - My Projects Screen Example 19
Figure 14 - General Project Information 23
Figure 15 - General Project Information continued 24
Figure 16 - Labor Reporting for Projects with CPF Funding of $5 million or greater 26
Figure 17 - Project Use Code 1A - Broadband Infrastructure Project 29
Figure 18 - Upload Speed Tiers and Prices for Completed Projects 29
Figure 19 - Upload Location Data for Broadband Infrastructure Projects 31
Figure 20 - Download Previously Uploaded Locations 32
Figure 21 - Digital Connectivity Technology for Project Use Code 1B 33
Figure 22 - Multi-Purpose Community Facilities Project Input 34
Figure 23 - Instructions for Project Use Code 2 – Case by Case 35
Figure 24 - Program Administrative Expenses 36
Figure 25 - Project Overview Status with Errors 37
Figure 26 - Project Overview Status with No Errors 38
Figure 27 - Submission Verification 38
Figure 28 - Report Validation with Errors 38

Figure 29 - Edit and Delete Project Screen 39
Figure 30 - Edit Project Window 40
Figure 31 - Edit or Remove a Project 40
Figure 32 - Edit Subrecipient Information 40
Figure 33 - Sample Bulk Upload Icon 43
Figure 34 - New excel bulk uploads 44
Figure 35 - Uploading the excel bulk upload templates 45
Figure 36 - Review excel bulk upload errors 45
Figure 37 - Create/Update Records 46
Figure 38 - Bulk Upload Pop Up 1 46
Figure 39 - Upload Files 47
Figure 40 - Successful Bulk Upload Example 47
Figure 41 - Blank Required Data Error 47
Figure 42 - Invalid Data Error 48
Figure 43 - Duplicate Data Error 48
Figure 44 - Non-Existent Reference Error 48
Figure 45 - Listing of Bulk Upload Errors 49
Figure 46 - Bulk Upload Creation 49

Section I. Reporting Basics

a) Overview

This User Guide provides information on using Treasury's portal (portal) to submit the required Coronavirus Capital Projects Fund (CPF) Project and Expenditure (P&E) reports. This User Guide is applicable to States, Territories, and Freely Associated States, which are required to provide quarterly reports.

This User Guide does not apply to Tribal Entities. A separate user guide for use by Tribal Entities is published on the CPF Recipient Compliance and Reporting Responsibilities webpage.

This User Guide is a supplement to the Compliance and Reporting Guidance for States, Territories, and Freely Associated States (Compliance and Reporting Guidance), which contains information on reporting requirements. Please visit Treasury's CPF webpage for the latest guidance and updates on programmatic and reporting topics.

Each CPF recipient is required to submit periodic reports about each approved CPF Program, including current performance and financial information about the projects under each CPF Program. For purposes of this User Guide, project refers to an award to a recipient and a subaward to a subrecipient. Multiple projects can be linked to one subrecipient (for example, if an Internet Service Provider received multiple subawards).

Questions about CPF's reporting requirements should be submitted via email to CapitalProjectsFund@treasury.gov.

b) Contents of this User Guide

This User Guide contains detailed guidance and instructions for CPF recipients to submit quarterly P&E reports. Required reports must be submitted via the portal. This User Guide is not comprehensive and is meant to be used in conjunction with the Compliance and Reporting Guidance and other guidance posted to the CPF webpage.

c) Designating Key Roles in Managing CPF Reports Role Designations

At least one individual must be designated for each of the following five roles to manage the reporting process for their CPF award. The required roles are as follows:

- **Account Administrator** serves in the administrative role of maintaining the names of individuals who have been designated for roles in the portal. The Account Administrator is responsible for using the portal to provide the names of individuals designated to serve in the following roles: CPF Point of Contact for Reporting, Communications Only recipients, CPF Point of Contact for Submission, and CPF Authorized Representative. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports, but they are not able to submit a report (as noted below, the Authorized Representative is the only designee with authority to submit a report). Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other scenarios.

- **Communications Only** are individuals representing or related to recipients who do not need access to submissions or reports in the portal but do need to receive program communications. For example, a higher-level manager or executive overseeing a recipient's implementation of one or more CARES/ARP program may neither need nor want access to the portal but does need to have a contact record in Salesforce, does need to be affiliated with certain CARES/ARP program(s) in the portal, and does need to receive certain program communications.
- **Point of Contact for Reporting** acts as primary contact for receiving official Treasury notifications about CPF reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the CPF reports, but the portal will not allow them to certify and submit the reports. More than one individual may be designated as a Point of Contact for Reporting.
- **Point of Contact for Submission** can see and edit all records related to submission (application, grant/program plan(s), administrative fund changes, payment requests), but the portal will not allow them to certify and submit reports in the system. More than one individual may be designated as a Point of Contact for Submission.
- **Authorized Representative** is responsible for certifying and submitting official reports on behalf of the CPF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative. The Authorized Representative is also responsible for communicating with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports. The Authorized Representative can see/edit/submit all reports, for both submission and reporting.

For Accounts registered through Login.gov, please use the following link:

Treasury portal at https://portal.treasury.gov/compliance/s/

For Accounts registered through ID.me, please use the following link:

Treasury portal at https://portal.treasury.gov/cares/s/slt

Some key items to note:

- Each designated individual must register with either Login.gov or ID.me to access the portal.
- If a designated individual has not previously registered an account, the designated individual should register through Login.gov. The following links include further instructions:
  - https://home.treasury.gov/system/files/136/Login.gov-User-Guide.pdf
  - https://login.gov/create-an-account/
  - https://login.gov/help/get-started/create-your-account/
- Designated individuals who have previously registered through ID.me may continue to access the portal through that method. The following link includes further instructions:
  - https://home.treasury.gov/system/files/136/TreasuryPortalRegInstructions.pdf
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The same individual may be designated for all five roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designated individuals whenever needed. These changes must be processed by the Account Administrator.
- The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the recipient's CPF reports, and users will be able to update the information, as necessary.

Please contact CapitalProjectsFund@treasury.gov for additional information on procedures for registering an account.

Section II. Navigation and Logistics

a) Login to Landing Page and Portal Navigation

After logging into the portal, the landing page (see Figure 1) displays brief introductions related to Treasury programs available to the recipient, including State and Local Fiscal Recovery Funds, Emergency Rental Assistance, Homeowner Assistance Fund, CPF, and Local Assistance and Tribal Consistency Fund.



Figure 1 - Landing Page

Step 1) Select either *Compliance Reports* on the left side panel of the screen or *Go to Your Compliance Reports* on the bottom of the portal landing page to be taken to the "My Compliance Reports" page (see Figure 2). Reports created or previously submitted for any program by the user will be displayed on this screen and grouped according to the Treasury program.

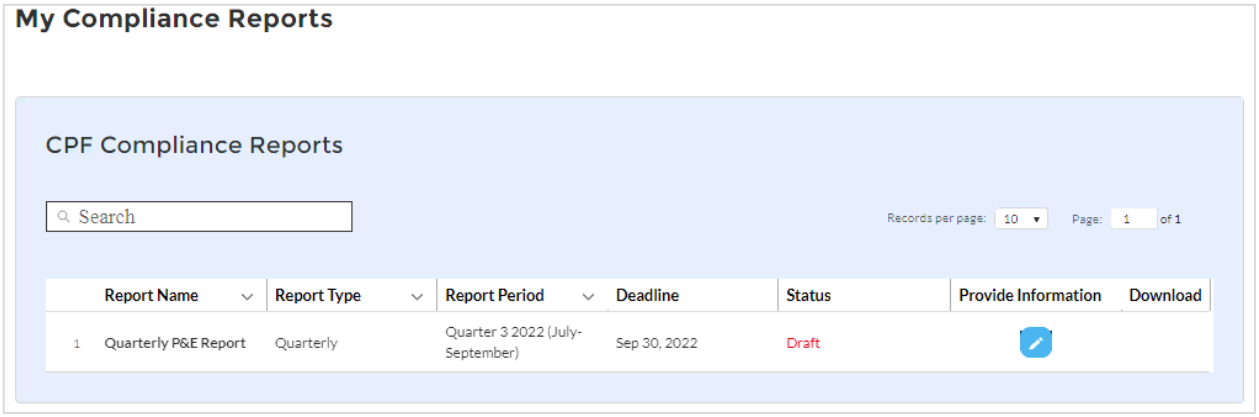


Figure 2 - My Compliance Reports

Step 2) Select the Quarterly P&E Report shown on screen for the correct reporting period, by clicking on the *Provide Information* blue pencil icon (see Figure 2).

The Navigation Bar (see Figure 3) on the left of the portal allows the user to freely move between screens.

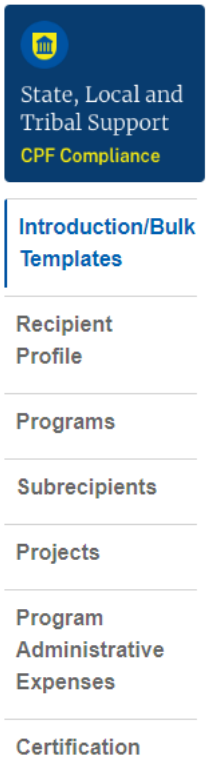


Figure 3 - Navigation Bar

Helpful Tips/Shortcuts for Submitting Data to the Portal

The portal leads the user through a series of online forms that, when completed, will fulfill the quarterly P&E reporting obligations. While navigating through the portal and entering required information, users will have the option of manually entering data directly into the portal or providing information via a bulk file upload that includes all relevant information in a Treasury approved process and format.

1) **Manual Data Entry**

Manual data entry requires the user to provide inputs as instructed on the screen. Manual inputs are described in detail below for each section of this user guide. **Note:** An asterisk (*) indicates a required field. Entry into the field is required before saving or proceeding to the next screen.

Inputs are validated by the portal to ensure that the data provided is consistent with expected format or description (e.g., entering 100 instead of “one hundred”). Manually entered data that does not satisfy the data validation rules is identified with an error message.

- **Narrative Boxes**

Providing data using the manual data entry option will require using narrative boxes. When filling out detailed narratives, the user is encouraged to type out responses in a word processing application (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. The user can then copy and paste the final written narratives directly into the text boxes.

The text boxes (see Figure 4) can be expanded by clicking and dragging the “//” icon in the bottom-right corner.



Figure 4 - Text Box Entry

2) **Bulk File Upload Templates**

Bulk file templates can be used to provide required information in the tabs listed here:

- Projects (both awards and subawards)
  - Broadband Location Data
- Subrecipients

When using the bulk upload, users must provide the required information in specified formats and use the Treasury approved templates for each respective bulk upload. Templates are available on the *Introductions/Bulk Templates* screen.

Please see Appendix A – Bulk File Upload Overview for complete guidance on using this function.

b) Data Corrections and Resubmissions

Reports may be edited and submitted at any time during the reporting window. After a recipient's submission has been certified and submitted in the system by the Authorized Representative, it can be corrected in the portal by selecting the *Unsubmit* button. Reports may be unsubmitted and resubmitted at any time before the reporting deadline (see Figure 5 for reporting deadlines). See Section V for details on editing and revising data.

Section III. Reporting Requirements

a) Reporting Requirements

Reporting will be due according to the schedule (see Figure 5), which may be modified by Treasury with prior notice to recipients. The first quarterly P&E report is due October 31, 2022, and must cover all use of CPF award funds from the date of award disbursement until September 30, 2022, including use of funds for approved Pre-Award costs (described at Section 3.b.5 of the Compliance and Reporting Guidance).

REPORT	REPORT TYPE	PERIOD COVERED	DUE DATE
1†	P&E Q0,1,2,3	All Costs Incurred Until September 30, 2022 (Including Pre-Award Costs)	October 31, 2022†
2	P&E Q4	October 1, 2022 – December 31, 2022	January 31, 2023
3	P&E Q1	January 1, 2023 – March 31, 2023	April 30, 2023
4	P&E Q2	April 1, 2023 – June 30, 2023	July 31, 2023
P1	**Performance**	**All Performance Until June 30, 2023**	**July 31, 2023**
5	P&E Q3	July 1, 2023 – September 30, 2023	October 31, 2023††
6	P&E Q4	October 1, 2023 – December 31, 2023	January 31, 2024
7	P&E Q1	January 1, 2024 – March 31, 2024	April 30, 2024
8	P&E Q2	April 1, 2024 – June 30, 2024	July 31, 2024
P2	**Performance**	**July 1, 2023 – June 30, 2024**	**July 31, 2024**
9	P&E Q3	July 1, 2024 – September 30, 2024	October 31, 2024
10	P&E Q4	October 1, 2024 – December 31, 2024	January 31, 2025
11	P&E Q1	January 1, 2025 – March 31, 2025	April 30, 2025
12	P&E Q2	April 1, 2025 – June 30, 2025	July 31, 2025
P3	**Performance**	**July 1, 2024 – June 30, 2025**	**July 31, 2025**
13	P&E Q3	July 1, 2025 – September 30, 2025	October 31, 2025
14	P&E Q4	October 1, 2025 – December 31, 2025	January 31, 2026
15	P&E Q1	January 1, 2026 – March 31, 2026	April 30, 2026
16	P&E Q2	April 1, 2026 – June 30, 2026	July 31, 2026
P4	**Performance**	**July 1, 2025 – June 30, 2026**	**July 31, 2026**
17	P&E Q3	July 1, 2026 – September 30, 2026	October 31, 2026
18	P&E Q4	October 1, 2026 – December 31, 2026	April 30, 2027
P5	**Performance**	**July 1, 2026 – December 31, 2026**	**April 30, 2027**

Figure 5 - Reporting Schedule

† Recipients that have not received an initial CPF payment (either payments for Administrative Costs or Project Costs) on or before September 15, 2022, are exempted from Report 1.
††All Recipients should submit reports no later than October 31, 2023 (Report 5).

There are two types of CPF reporting requirements for States, Territories, and Freely Associated States:

- **Project and Expenditure Report (P&E)**: A quarterly report to provide information on projects funded, obligations, expenditures, project status, outputs, performance indicators, and other information.
- **Performance Report**: An annual report to provide information on and describe the outputs and outcomes of CPF Programs. Please see the CPF Recipient Compliance and Reporting Responsibilities webpage for additional information on the Performance Report.

b) Key Concepts for Reporting

Recipients are required to provide information regarding the projects awarded under each approved Program Plan, including obligations, expenditures, project status, and use code specific performance indicators. Recipients are also required to report on administrative funds obligations and expenditures. The use code specific performance indicators and programmatic data needs are determined by the approved Program Plan that the project is associated with.

A P&E report must be completed for all projects for which funds have been obligated during the period covered and continue through all periods covered throughout the duration of the period of performance. For example, if the project begins in November 2022, a recipient will submit the first P&E report for that project on January 31, 2023 (Report 2) and continue submitting reports through the end of the period of performance, with the final P&E report due March 31, 2027.

1) Programs

Each approved CPF Program is submitted as a Program Plan and is assigned one of four use codes:

- 1A – Broadband Infrastructure
- 1B – Digital Connectivity Technology
- 1C – Multi-Purpose Community Facility
- 2 – Case-by-Case Review

Recipients may have more than one approved CPF Program Plan aligned to a single use code (e.g., two CPF Programs that are coded as 1A – Broadband Infrastructure). Each approved CPF Program can only align to a single use code (e.g., a CPF Program cannot be both 1A – Broadband Infrastructure and 1C – Multi-Purpose Community Facility).

P&E reports are to be completed for each project. Each project is assigned to an approved CPF Program (see Figure 6). Each project can only be assigned to a single approved CPF Program, and will take on the same use code as the approved CPF Program. The use code of the approved CPF Program will dictate the use code specific performance indicators and programmatic data that must be submitted for all associated projects.

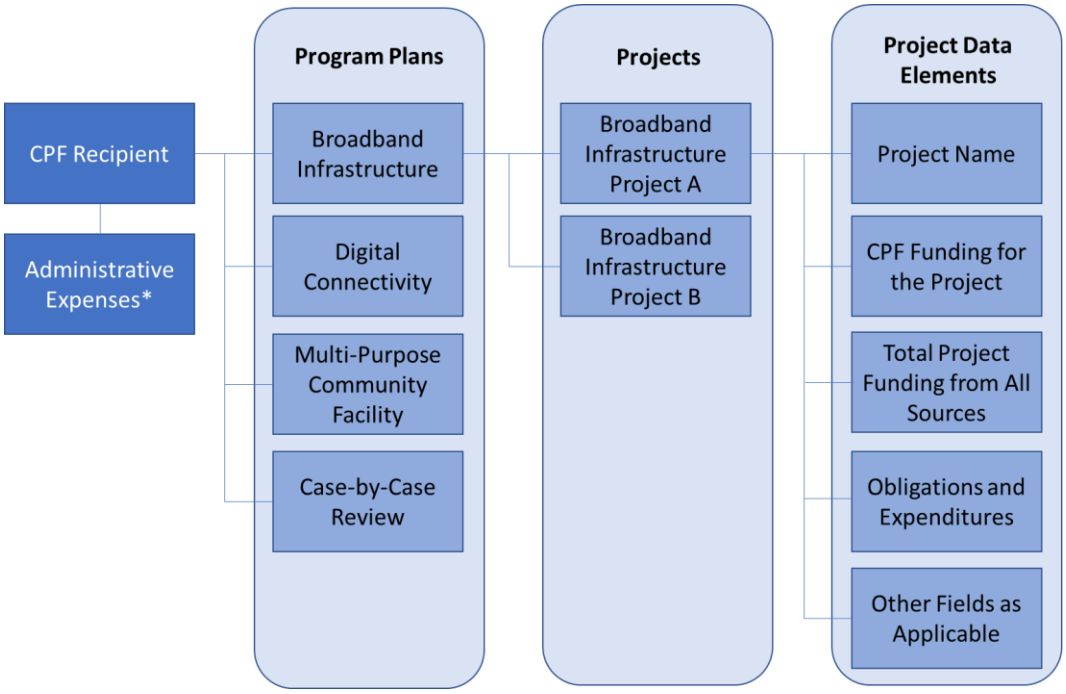


Figure 6 - CPF Program and Project Structure for an Example 1A CPF Program Plan with Two Projects

**Program Administrative Expenses do not need to be broken down at the Project Level, and instead should be reported in the aggregate.*

2) Projects

A project is defined as a group of closely related activities that together are intended to achieve a specific goal or are directed toward a common purpose. As noted above, each project is assigned to a single CPF Program, though CPF Programs can include more than one project.

- Activities in a project can include new or existing services, funded in whole or in part by the CPF award.
- Recipients are required to report on projects included in each approved CPF Program, beginning after a project has been selected and a subaward has been executed (if applicable). **Note:** Projects do not need to be entered until obligations/subawards have been incurred. If no obligations have yet been incurred and/or no subwards have yet been executed, projects do not need to be entered.
- Recipients are required to define projects at a sufficient level of granularity to be able to do any programmatic reporting that is required.
- For each project, recipients are asked to select the associated approved CPF Program. Each project must be assigned to one CPF Program.
- For each project, recipients must identify the subrecipient. For direct implementation projects, enter the administering agency as the subrecipient.
- For each project, recipients need to track and report obligations and expenditures.

3) Relationship Between Portal Components

When entering project information, it is important to understand how the separate components of information relate to each other. The portal is organized by tabs shown on the left-hand side of the screen (see Figure 3). Initial entry of information/data should be completed in sequential order (top to bottom) in the order the tabs appear in the left menu, to reduce errors or data issues. Each of these tabs are linked to prior tabs. After initial entry of information, users can go directly to any tab to update and edit information throughout the life of the project.

4) Relationship Between Projects and Subrecipients

A Program Plan will be comprised of one or more projects. Recipients should report on each project separately. Each project must be linked to one subrecipient (for example, if the recipient is administering a competitive grant program (the Program), the subrecipient would be the entity to which funds were subawarded, for example, an ISP).

As noted previously,a project may refer to an award to a recipient or a subaward to a subrecipient. Multiple projects can be linked to one subrecipient (for example, if an Internet Service Provider received subawards for more than one project). Each subaward to a subrecipient should be entered as a separate project (i.e., Subrecipient 2 in Figure 7).

If the recipient is directly implementing a project, there may be instances where there is no subrecipient. Recipients should enter the agency administering the project as the Subrecipient in the portal.

For example, Recipient A (e.g., a State) has one approved CPF Program for 1A – Broadband Infrastructure. In implementing the approved 1A Program, Recipient A competitively selected and made subawards for four projects: Project A, Project B, Project C, and Project D. Project A will be completed by Subrecipient 1, Projects B and C will be completed by Subrecipient 2, and Project D will be completed by Subrecipient 3. When completing reporting for the 1A Program, Recipient A will enter four separate projects into the portal. Please see Figure 7 for a depiction of this example.

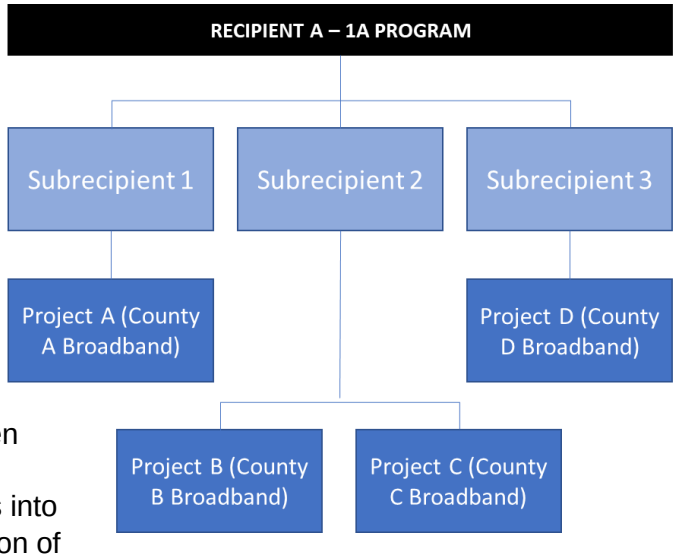


Figure 7 - Example relationship between Program Plans, Subrecipients, and Projects

Section IV. Project and Expenditure Report

The P&E report provides information on projects funded, subrecipients, subawards, and other information required from recipients. Multiple tabs navigate through the P&E report in the portal as follows:

- Introduction/Bulk Upload Templates
- Recipient Profile
- Programs
- Subrecipients
- Projects (including subawards)
- Program Administrative Expenses
- Certification

a) Introduction and Bulk Upload Templates

The *Introduction/Bulk Upload Templates* tab acts as a central location to download any or all of the relevant bulk upload templates from the system (see Figure 8).

Beginning in Q1 2024, there is a new Bulk Upload option for Subrecipients, Projects, and Broadband Location Data. Recipients may continue to use the legacy Bulk Upload option, but Treasury encourages the use of the updated Bulk Upload option. For more information on the new Bulk Upload process, see Appendix A – Bulk File Upload Overview.

For project data, the newly added excel version of the Bulk Upload Templates includes separate tabs that were previously separate files in one document. This allows for 10,000 max records to be uploaded in one file. For broadband location data, one bulk upload file will need to be completed per project.

Note: The newly added excel versions of the Bulk Upload Templates will download in the .xlsx format and should be uploaded in the .xlsx format. Previous versions of the bulk file template files were downloaded in the .xlsx format, but these files must be converted to .csv format to properly upload. As indicated above, the previous .csv files will still be available for use.

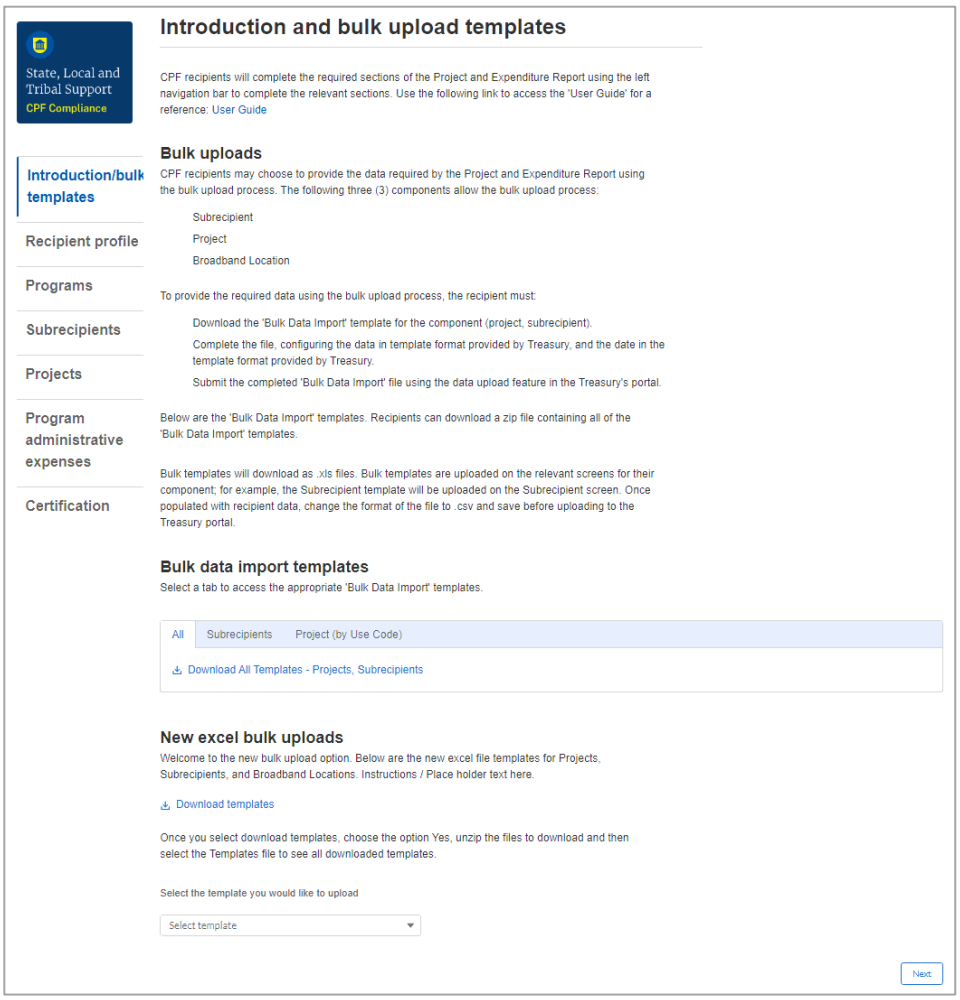


Figure 8 - Introduction and Bulk Upload Templates Screen

b) Recipient Profile

Upon login, the user will be directed to the *Recipient Profile* tab. The *Recipient Profile* tab verifies relevant information about the recipient currently stored in the portal. On this tab, users should review and confirm key information about the recipient that has been provided to Treasury through other CPF-related activities, such as the CPF application.

Step 1) Review and confirm the recipient information prepopulated from the CPF application file (see Figure 9).

Step 2) If any of the information is incorrect, use the text box to report discrepancies. Information on this screen can only be modified by Treasury personnel.

Step 3) Once all fields have been reviewed and verified, click the *Save Information* button to save, then click the *Next* button to proceed to the following tab.

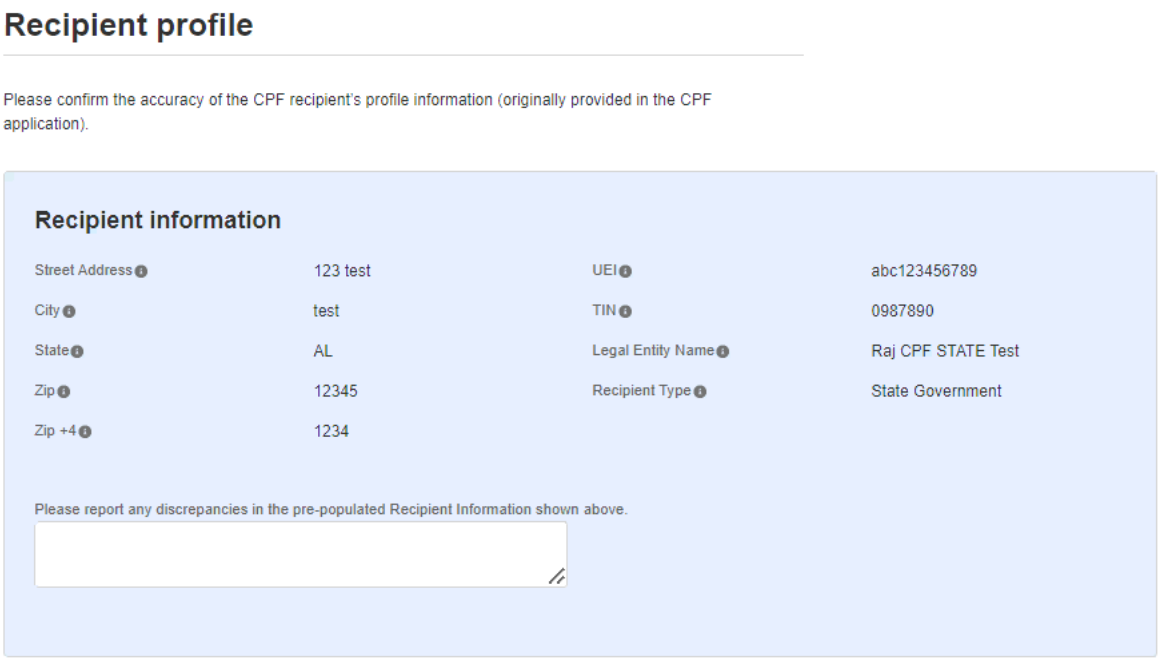


Figure 9 - Recipient Information

c) Programs

This tab displays the recipient's approved CPF Program information and displays the Program Plan Number, Program Use Code, Project ID, Project Name, Total Obligations, Total Expenditures, and P&E Report Status (see Figure 10) for each approved CPF Program. For example, if the recipient submitted and received approval from Treasury for two Program Plans, this table will have two lines: one for each approved CPF Program.

As information on projects for each CPF Program is entered in the portal, the Program Plan Information table will populate with relevant and applicable information. For example, Total Obligations and Total Expenditures are auto calculated to sum the amounts entered into each project entry screen for projects associated with each CPF Program. The Program Status indicator will show a green check icon when reporting requirements for all projects associated with a CPF Program have been completed.

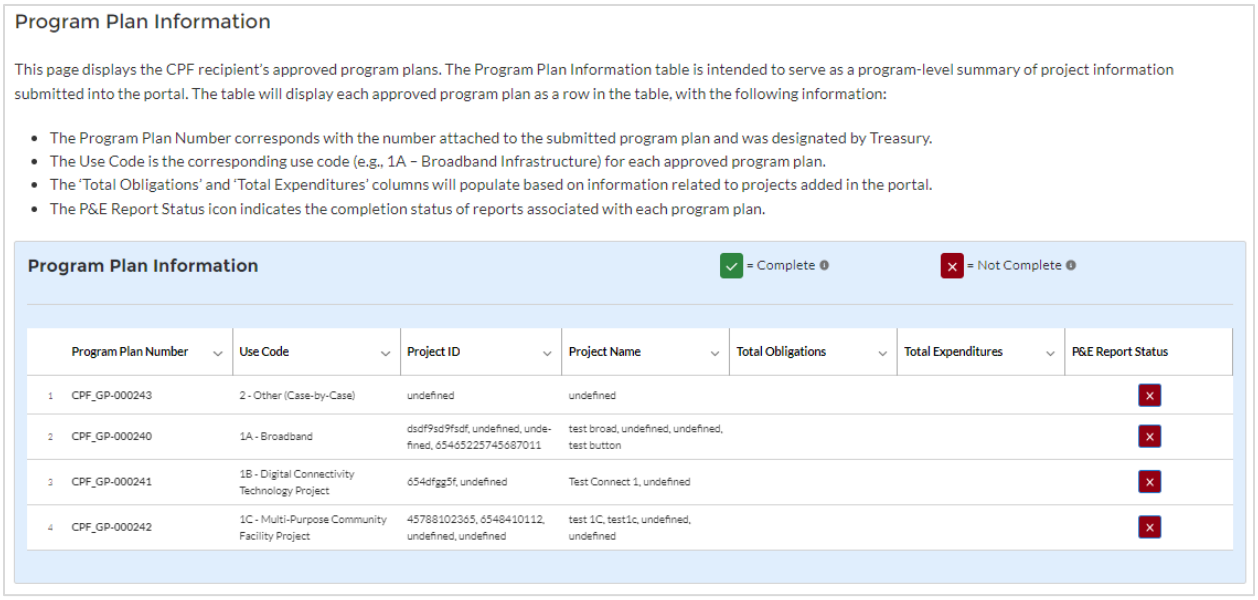


Figure 10 - Program Plan Information

d) Subrecipients

The *Subrecipient* tab allows users to enter the required information about each subrecipient that has received at least one subaward of federal funding to execute projects supporting the CPF Program. Entry of subrecipient information requires the following information (see Figure 11). For bulk upload instructions specific to this tab, see Appendix A.

> **Note:** Subrecipient entry must be completed prior to beginning the data entry for the Projects module.

Step 1) Enter the following about each subrecipient:

- Unique Entity Identifier
- Tax ID Number (TIN or EIN)
- Name
- POC Name
- POC Phone Number
- POC Email Address
- Address Line 1
- Address Line 2 - optional
- Address Line 3 - optional
- City
- State
- Zip
- Zip+4 – optional

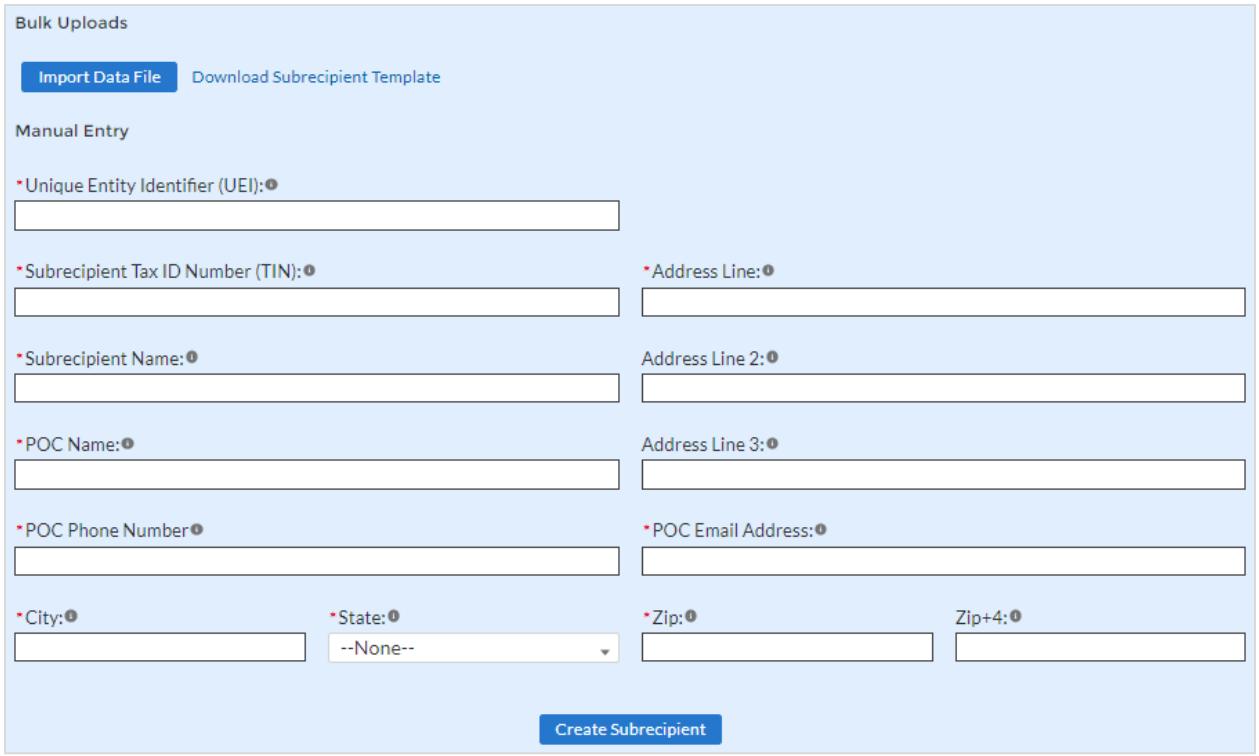


Figure 11 - Subrecipient Entry

Step 2) At the bottom of the page, click the *Create Subrecipient* button to save the record and return to Subrecipient screen.

Step 3) Subrecipients entered into the system are shown at the bottom portion of the screen (see Figure 12).

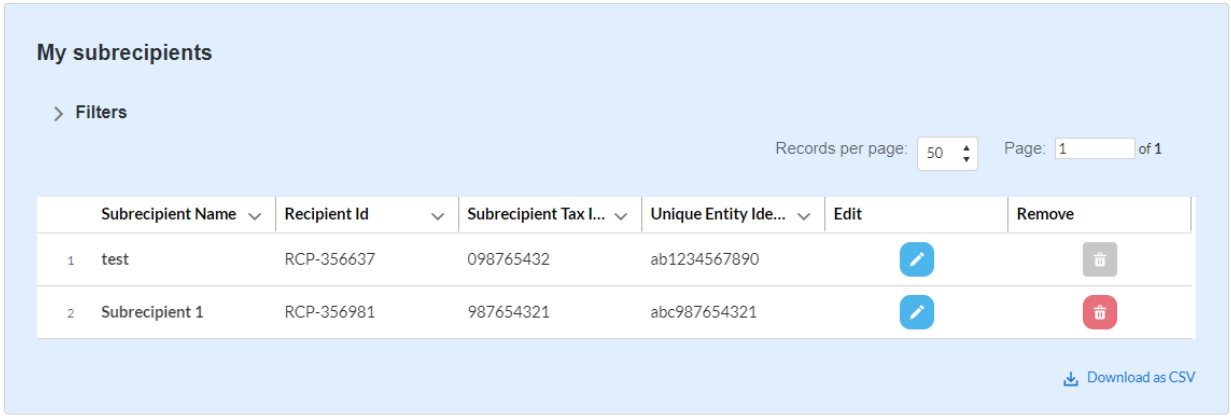


Figure 12 - My Subrecipients List

e) Projects

Recipients are required to enter all projects funded with CPF funds as part of their P&E report. Recipients are required to report on all projects included in each approved CPF Program, beginning after a project has been selected and a subaward has been executed (if applicable). For direct implementation projects, Recipients are required to report on projects following the approval of the program plan. Once projects are entered, they are viewable in the My Projects table and can be updated in future reporting periods (see Figure 13).

Note: Projects do not need to be entered until obligations/subawards have been incurred. If no obligations have yet been incurred and/or no subwards have yet been executed, projects do not need to be entered.

The My Projects table displays the following for each project entered: Project Name, Recipient Project ID, Program Plan Number, Total Obligations, Total Expenditures, Use Code, and Project Status. Total obligation and total expenditure amounts are summed from project information entered on the project entry screens. To go directly to a project to edit or add information, click the blue pencil icon.

 For Project Status, the green check icon indicates all required fields have been answered, including programmatic data, and one subrecipient is linked to the project or subaward, if applicable.

 For Project Status, the red x icon indicates that not all required fields have been answered or a subrecipient has not been linked to the project.

To add a new project from this screen, click the *Add Project* button. Refreshing the browser screen may be necessary to see new entries.

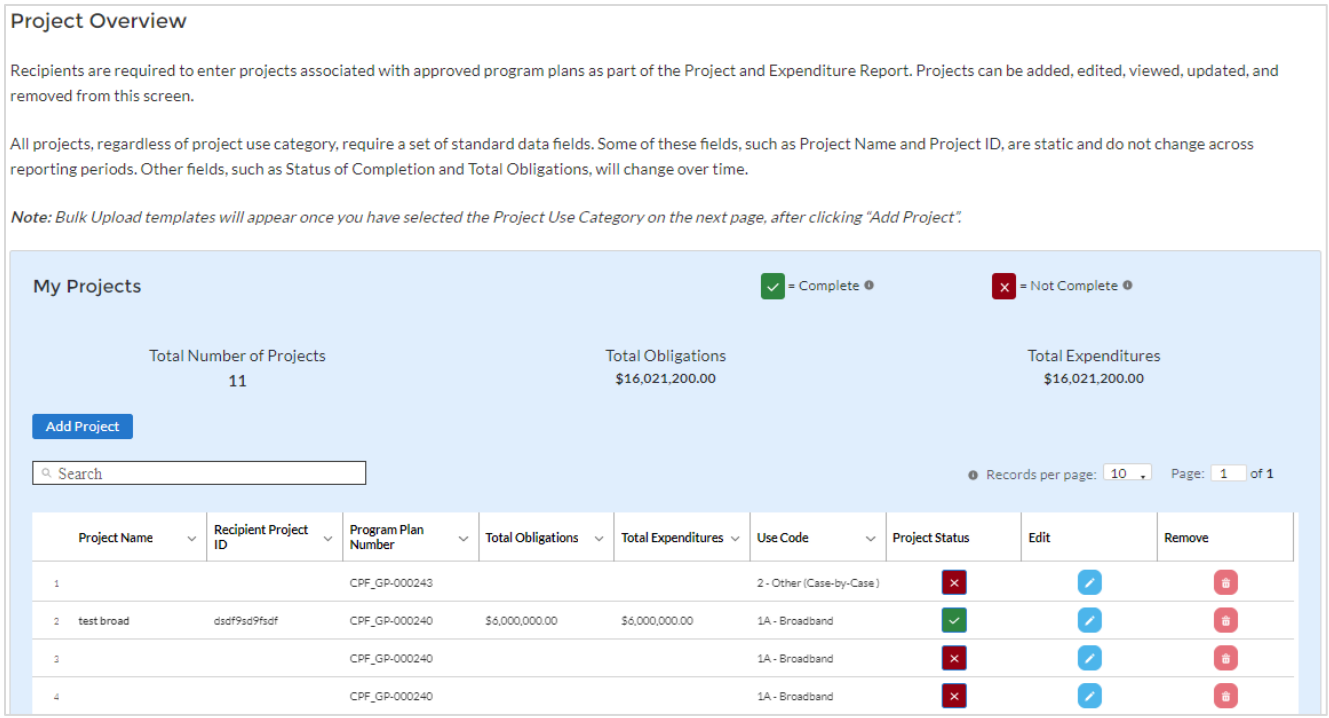


Figure 13 - My Projects Screen Example

1) Key Considerations

The following considerations should be kept in mind when planning and entering project data:

- All projects require a set of "standard" data fields. Some of these fields, such as Project Name and Recipient Project ID, are static and do not change across reporting periods; this means once these fields are entered during the initial creation of the project in the reporting system, this field will not need to be filled out again in future reports. Other fields, such as Status of Completion and Cumulative Expenditures, will require updates and/or new information in each P&E report. **Note: Please review and update these fields on a quarterly basis.**

- There are two ways to enter and update project information – manual data entry and bulk upload. Bulk upload templates are specific to the CPF Program's use code. Users may upload information for multiple projects within the Use Code template simultaneously. Appendix A provides step by step instructions for using the bulk upload options. **Note:** Due to the different data collected across use codes, bulk upload templates are unique and cannot be used on other use codes.

Adding a New Project Manually

The *General Project Information* tab displays the project information. This tab is the same for all use codes.

Step 1) Select the CPF Program from the picklist (see Figure 14 and Figure 15).

Step 2) Enter the project name.

Step 3) Enter a unique project identification number assigned to the project. This number is determined by the recipient. Each project must have a unique number; do not use duplicate project numbers for multiple projects. **Note:** This applies across use codes. For example, if the recipient enters a 1A project with the identification number CPF123, they should not also use the number CPF123 for a 1C project.

Step 4) Select a subrecipient from the picklist. **Note**: Every project must have a subrecipient. Subrecipients should be entered before entering project data.

Step 5) Provide a 3-5 sentence description of the project, including an overview of the project's purpose, and major activities.

For projects with the Use Code 1A, recipients should also provide a complete list of counties where households, businesses, and community anchor institutions that are to be served by the broadband project are located.

Step 6) Select the type of owner for the capital asset from the drop-down list. Options are:

- Private
- State Government
- Municipal or Township Government
- County Government
- Tribal Government
- Co-operative
- Other (e.g., Public Private Partnership, Non-Profit, other structure, etc.)

Step 7) If Other is selected, provide additional details and/or a narrative description of the capital asset ownership type.

Step 8) Provide the total amount of **CPF funding** budgeted for the project.

Step 9) Provide total amount budgeted for the project from all funding sources, including but not limited to, non-CPF federal funding sources and private funding sources. Note that this number should include the CPF funding as well.

Step 10) The following information pertains to additional federal funding sources used for the project, if applicable.

- Is CPF funding used in conjunction with other federal funding? Select Yes or No

- If Yes,
  - Provide the Program Name and Assistance Listing number of the other program(s) providing federal funding.
  - Provide the amount of the other federal funding obligated (by Assistance listing).
  - Is the other federal funding subject to the requirements of the Davis-Bacon Act? Select Yes or No.

Step 11) Enter the total dollar value of the following as they relate to **CPF project costs incurred by the recipient** (no administrative costs should be included in project submissions; administrative costs should be accounted for on a subsequent tab at the grant level). **Please note that these entries should include obligations and expenditures of CPF funds only, and should not include amounts from other funding sources.** If CPF funds have not been obligated or expended during the current reporting period, enter "0" in the respective "Current Period" fields. **Note:** please ensure that Current Period Obligations/Expenditures are less than or equal to Cumulative Obligations/Expenditures for each project. The portal will otherwise return an error.

- Current Period Obligations
  - Obligations incurred within the current report quarter
- Cumulative Obligations
  - All obligations incurred from award date through the end of the report quarter (including current period obligations)
- Current Period Expenditure
  - Expenditures incurred within the current report quarter
- Cumulative Expenditure
  - All expenditures incurred from award date through the end of the report quarter (including current period expenditures)

Note that in the CPF P&E report, the recipient should report on obligations and expenditures incurred by the recipient. Recipients are also responsible for monitoring and overseeing Subrecipients' use of funds and other activities related to the award to ensure that the Subrecipient complies with the statutory and regulatory requirements and the terms and conditions of the award.

Step 12) For approved projects that are not Broadband Infrastructure (1A) projects (i.e. Digital Connectivity (1B) and Multipurpose Community Facility (1C) projects), enter the total dollar value of the following as they relate to **CPF** program income earned and expended for each project under an approved program plan. **Note that program income must be utilized and applied to benefit the same project from which it was generated.** If CPF program income has not been earned or expended during the current period or cumulatively, either enter "0" in the respective fields or leave the fields blank.

Note: Please ensure that Current Period Program Income Earned/Expended is less than or equal to Cumulative Program Income Earned/Expended for each project. The portal will otherwise return an error.

- Current Period Program Income Earned

    - Total amount of program income earned within the current report period
- Cumulative Program Income Earned
    - Total amount of program income earned from award date through the end of the report period (including current period program income earned)
- Current Period Program Income Expended
    - Total amount of program income expended within the current report period
- Cumulative Program Income Expended
    - Total amount of program income expended from award date through the end of the report period (including current period program income exended)

If CPF program income has been earned or expended on the project, recipients will be required to answer a question certifying whether program income generated from CPF funds has been used for the purposes and under the conditions of the CPF award. If "No" is selected in response to this question, the recipient will be asked to provide a narrative explanation.

Note that program income should also be included in the calculation of Obligations and Expenditures (Step 11) reported for these projects.

Step 13) Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs.

Step 14) Select the status of the project from the drop-down list. Options are:

- "Not Started"
- "Less than 50 percent complete"
- "More than 50 percent complete"
- "Completed"
- "Cancelled"

Note: If reporting a cancelled project, before proceeding, please contact your CPF point of contact for further instructions on how to enter a cancelled project.

Step 15) For projects with status of "Not Started", enter the following information:

- Projected construction start date
- Projected construction completion
- Projected initiation of operations date

Step 16) For projects with completion status of "Less than 50 percent complete" or "More than 50 percent complete", enter the following information:

- Projected construction start date
- Actual construction start date (optional for projects less than 50 percent complete)

- Projected construction completion
- Projected initiation of operations date

Step 17) For projects with a status of "Complete", enter the following information:

- Actual construction start date
- Actual construction completion
- Have operations been initiated? Yes or No
  - If Yes, provide the date operations were initiated
  - If No, provide an explanation

Step 18) If applicable, provide the following information in regard to the Special Statutory Matching Funds section.

- Is CPF funding used as a recipient's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute? Select Yes or No.
  - If Yes,
    - Provide the Program Name and Assistance Listing of the other federal program that is being matched, as well as the statutory citation permitting CPF funds to be used as non-federal matching funds.
    - Provide the total amount of CPF funds being used as matching funds.
    - Provide a brief description of the project, including the total anticipated costs for the project from all funding sources.

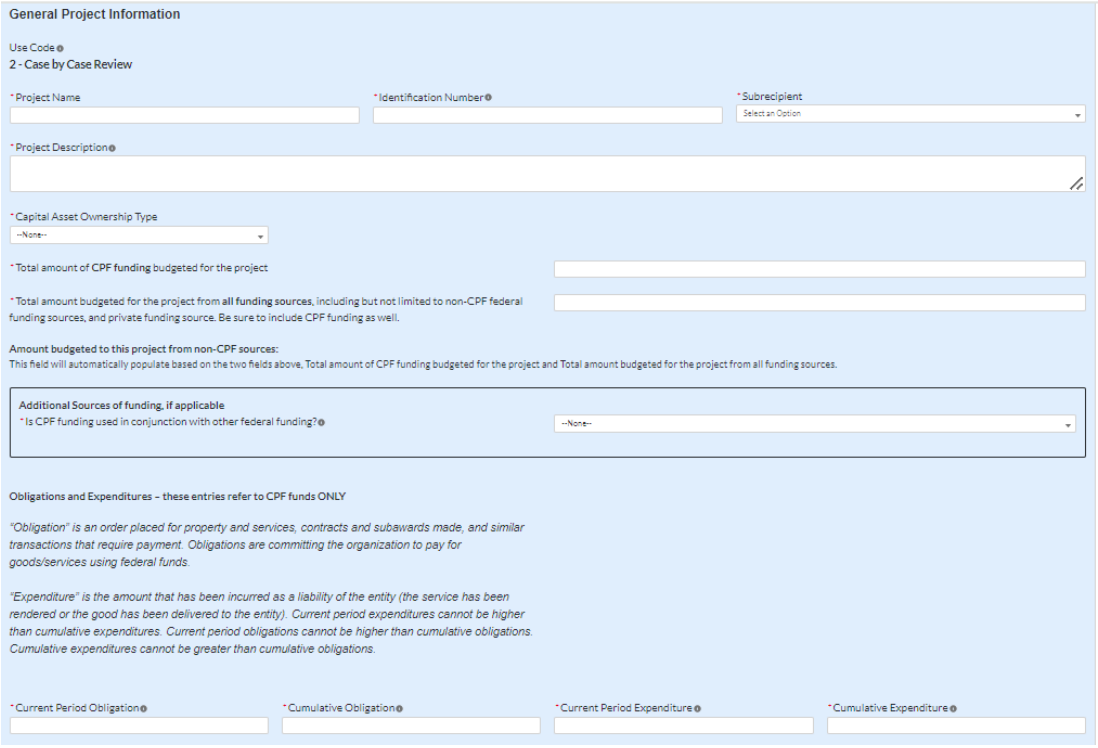


Figure 14 - General Project Information

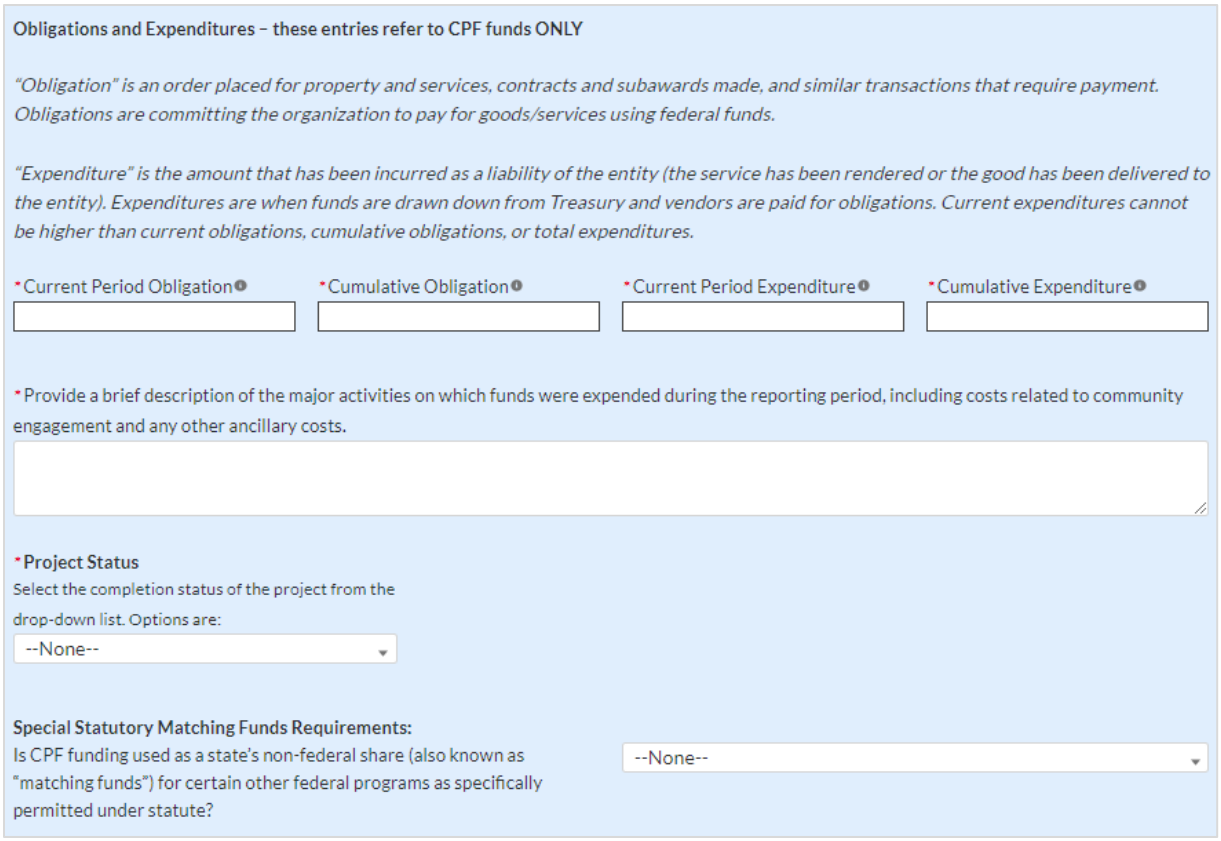


Figure 15 - General Project Information continued

Step 19) For projects with total cumulative obligations $5 million or greater, enter the following information (see Figure 16).

- Davis Bacon Certification
  - Do you intend to certify that 'all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts")? Select Yes or No.
    - If no, provide the following Project Employment and Local Impact Report
      - Number of contractors and sub-contractors working on the project
      - Number of employees on the project hired directly
      - Number of employees on the project hired through a third party

        - Wages and benefits of workers by classification
        - Are any of the wages at rates less than those prevailing? Select Yes or No

- Certification for Labor Agreements
    - Do you intend to certify that 'the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))? Select Yes or No.
        - If No, provide the following information for the Project Workforce Continuity Plan.
            - How will the recipient ensure the project has access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications and/or in-house training, registered apprenticeships or labor-management partnership training programs, and partnerships like unions, community colleges, or community-based groups?
            - How will the recipient minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project?
            - How will the recipient provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30)?
            - Will workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market?
    - Does the project have a completed project labor agreement? Select Yes or No.

- Additional Questions
    - Does the project prioritize local hires? Select Yes or No
    - Does the project have a Community Benefit Agreement? Select Yes or No
        - If Yes, provide a description of the Community Benefit Agreement

Note: Labor reporting questions are required for all projects in a status other than “Not Started” or “Cancelled”. Labor reporting questions can be completed for projects in “Not Started” status, but are not required.

Step 20) When the above information is entered, click the *Save Information* button to stay on this screen and continue adding information, or click the *Next and Save* button to proceed to the following screen.

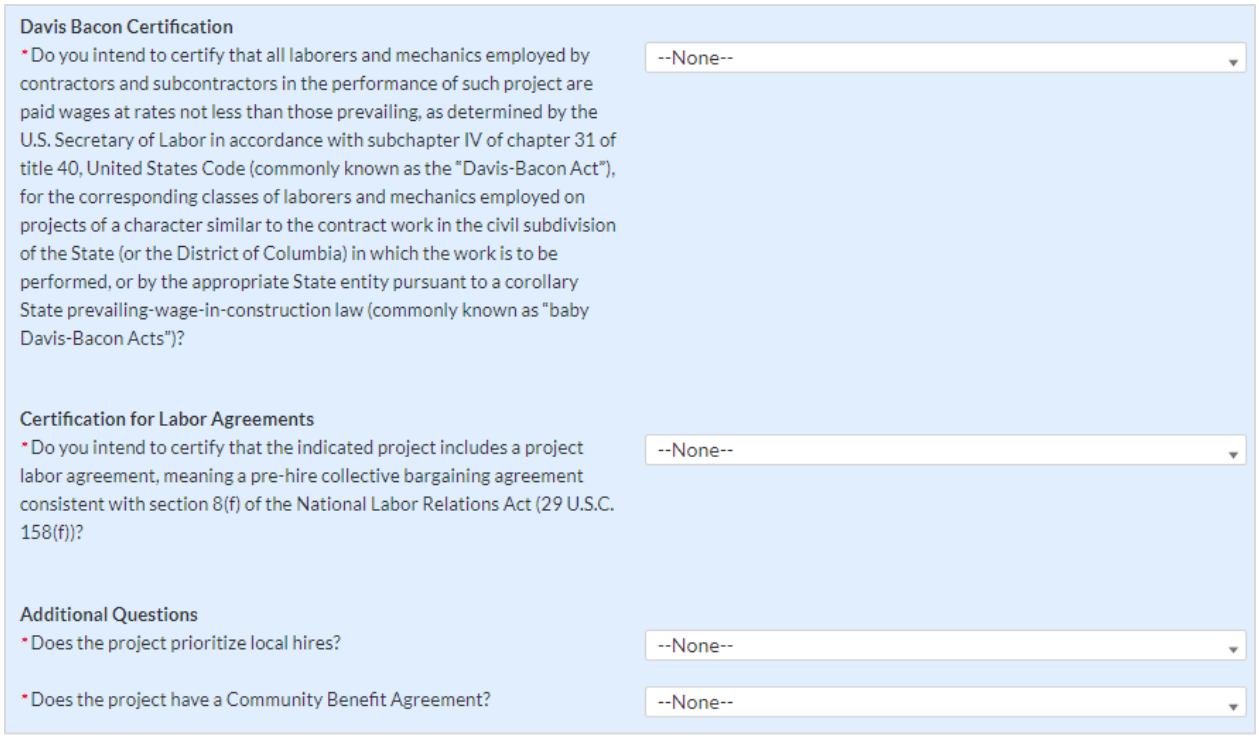


Figure 16 - Labor Reporting for Projects with CPF Funding of $5 million or greater

2) Enter Programmatic Data by Use Code

The following programmatic data is required for each corresponding project use code. Please note that not all data elements will be required in each quarterly P&E report and that the frequency of submission will vary depending on the data element, the project status, and other components.

Note*:* Fields labeled "Actual" become required when project status is marked as "Complete".

Use Code 1A – Broadband Infrastructure Projects (see Figure 17)

Step 1) From the picklist, select "yes" if the project is a middle mile project and "no" if it is a last mile project. Note: For middle mile projects, ***only*** complete steps 2-3; steps 4-9 do not apply. **All steps must be completed for last mile projects.**

Step 2) From the picklist, select from the following types of technology the project plans to use:

- Fiber
- Coaxial Cable
- Terrestrial Fixed Wireless
- Other
  - If Other, use the text box to describe what other types of technologies are being planned in the buildout to locations covered by the project

(For projects marked as "Complete") From the picklist, select the types of technology the project actually used.

Step 3) Input the total miles of fiber planned to be deployed by the project.

For projects marked as "Complete", please input the total miles of fiber actually deployed.

Step 4) Provide the number of locations the project plans expect to serve in the fields listed below. A location is defined as a business or residential location at which fixed mass market broadband Internet access service is, or can be, installed.[1] The recipient should provide data based on the project plan.

For projects marked as "Complete", please update/validate the data to reflect the actual data for the completed project.

The following data elements should be provided:

- Total number of funded locations the project plans to serve
  - Total number of funded locations to be served receiving less than 25/3 Mbps prior to CPF investment
  - Total number of funded locations to be served receiving 25/3 Mbps or greater but less than 100/20 Mbps prior to CPF investment

Note: The sum of the pre-CPF investment speed categories should be equal to the total number of funded locations the project is designed to serve. If the sum of the two categories is not equal to the number provided for the total number of funded locations the project is designed to serve, please explain in the text box provided.

Step 5) Provide the following information related to the planned buildout standards for speeds that will be provided as a result of the project receiving CPF investment.

For projects marked as "Complete", please update/validate the data to reflect the actual data for the completed project.

The following data elements should be provided:

- Total number of funded locations by speed (post-CPF investment): provide the number of locations the project plans to serve, categorized by speeds, in the fields listed below.
  - Total number of funded locations receiving minimum 100/100 Mbps
  - Total number of funded locations receiving minimum 100/20 Mbps and scalable to minimum 100/100 Mbps

[1] Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 126 (2021); 47 U.S.C. §641(1) and 47 CFR § 8.1(b).

Note: The sum of the post-CPF investment speed categories should equal the total number of locations provided in Step 4. If the sum of the two categories is not equal to the number provided for the total number of funded locations the project actually served, please explain in the text box provided.

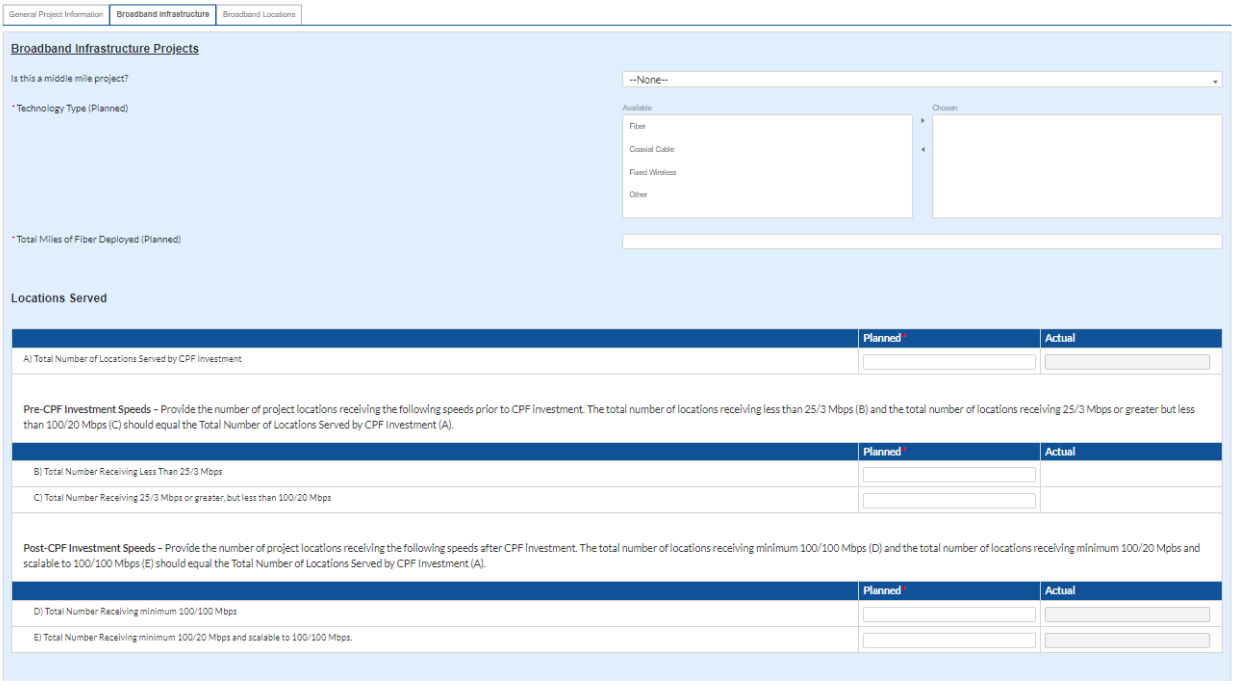
Step 6) Populate the following table by providing information about the locations the project is designed to serve, including by the following location types. Definitions of each location type can be found in Appendix D.

- Residential
  - Total Housing Units
- Business
- Community Anchor Institution

For projects marked as “Complete”, please provide actual data for the completed project.

Note: The sum of the counts provided for Residential locations, Business locations, and Community Anchor Institution locations should be equal to the total number of locations provided in Step 4. If the sum of the three location types is not equal to the number provided for the total number of funded locations to be served by the project, please explain in the text box provided.

Treasury has determined location type categories according to guidance issued by the FCC in Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program. Each location should be classified as one of three types: *Residential*, *Business*, or *Community Anchor Institution*. Please note that recipients will also report the FCC Fabric ID and a unique latitude/longitude point for each location.



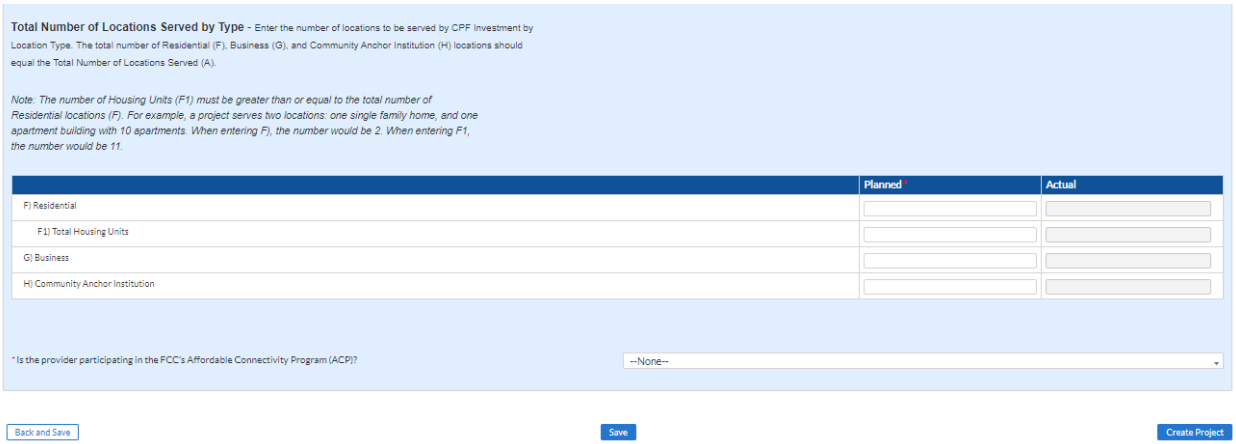


Figure 17 - Project Use Code 1A - Broadband Infrastructure Project

Step 7) (For projects marked as "Complete") Provide a file upload using the CPF Speed Tiers and Price template with the following information (Figure 18):

- Speed tiers offered - each speed tier of broadband service offered by the project
- Type of service – whether the service is a residential, business, or other package
- Base price – the corresponding non-promotional price for each tier of service
- Associated fees – one-time and monthly recurring fees associated with each tier of service.

Note: Information regarding speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service is not required until projects are completed. Speed and price data for all projects can be included in one bulk upload file. Please be sure to clearly indicate which project each entry is associated with using the Recipient assigned project identification number.

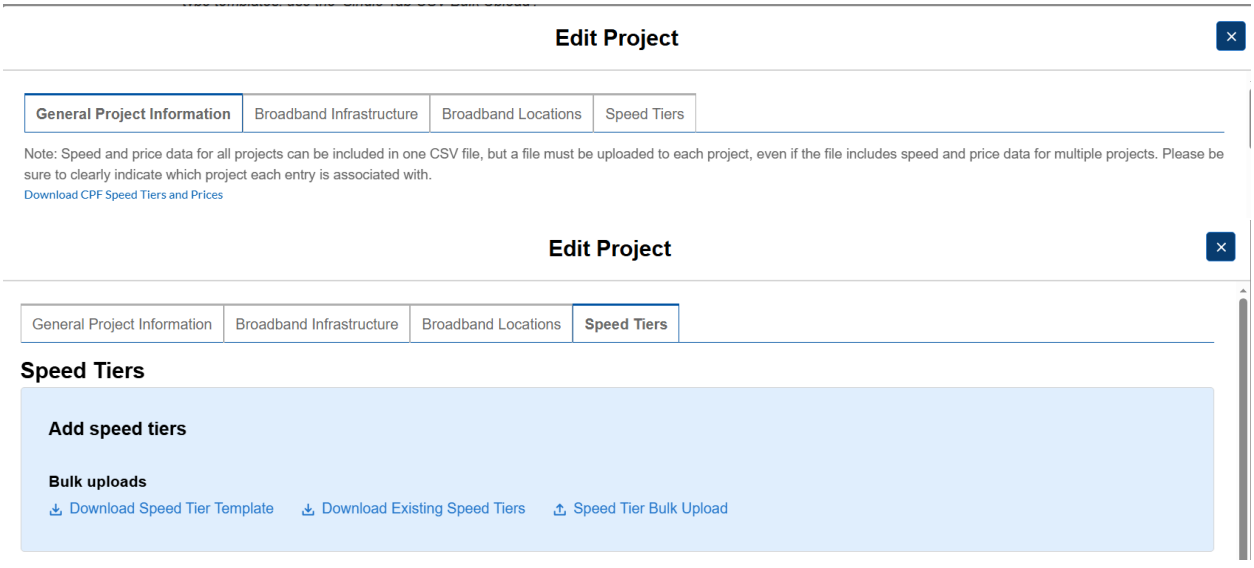


Figure 18 - Upload Speed Tiers and Prices for Completed Projects

Step 8) State whether the provider is participating in the FCC's Affordable Connectivity Program (ACP). Select Yes or No.

If no, provide an explanation.

Note: As of the Q2 2025 report, this field is no longer required.

Step 9) The following location-specific data is required for each project (including each subaward) in the format described below in the quarter the project is awarded, when the project is entered in the portal. For each location served by a project (including each subaward), the recipient must collect from the subrecipient and submit the following information to Treasury using the Broadband Bulk Upload Template, which can be found on the CPF Recipient Compliance and Reporting Responsibilities webpage and in the portal, that includes the following information (see Appendix A for further information on bulk uploading location data and Appendix C for further details on the required fields).

Note: The reported locations should include all locations that could receive service as a result of the CPF investment.

- Project Name
- Project identification number
- Fabric ID from the FCC Broadband Serviceable Location Fabric for the location
- Latitude/longitude at the structure where service will be installed
- Provider ID: the FCC-provided ID that will align with the entity that files or will file Broadband Data Collection data
- Technology to be used to offer service at the location
    - Fiber
    - Coaxial Cable
    - Fixed Wireless
    - Other
        - If "Other", provide additional detail on the technology used to offer service at the location
- Location Type
    - Residential
        - If Residential, Number of Housing Units
    - Business
    - Community anchor institution
- Speed tier at the location pre-CPF investment
    - Below 25/3 Mbps
    - 25/3 Mbps or greater but less than 100/20 Mbps
- Planned speed and latency at the location post-CPF investment
    - Maximum download speed offered

Process for Capturing Latitude/Longitude Data: Treasury encourages using a commercially available GPS-encoded device physically present at the location to generate the latitude/longitude data for each location to which service is to be installed. The location should be the structure that is the broadband serviceable location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in *Geolocation Methods*.

- Maximum upload speed offered
- Latency

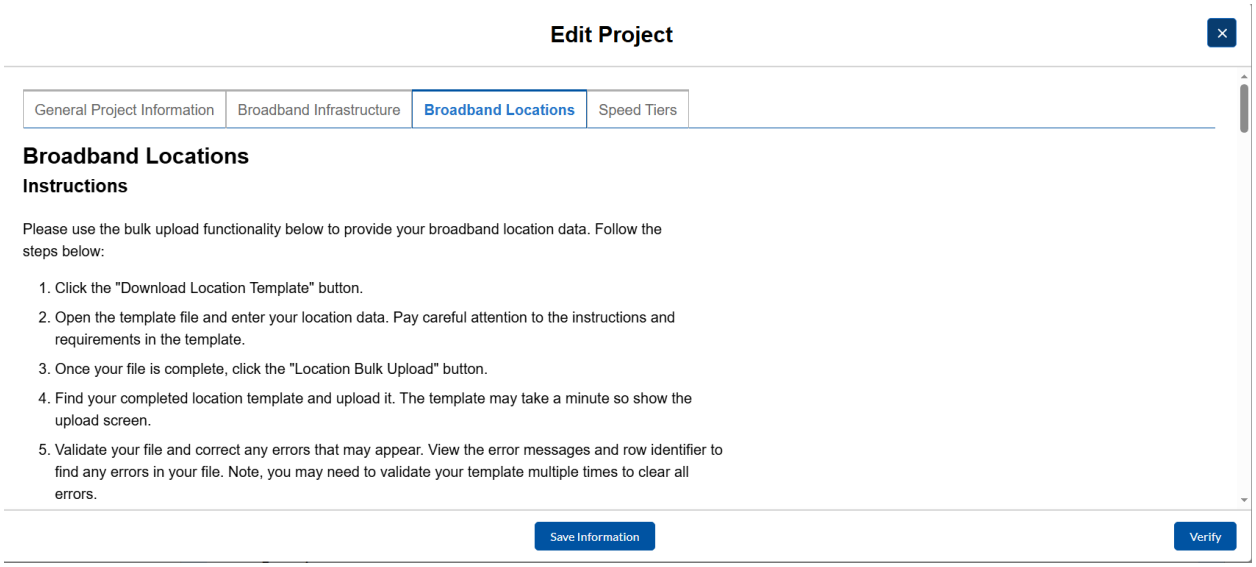


Figure 19 - Upload Location Data for Broadband Infrastructure Projects

For projects marked as “Complete”, for each location served by a funded project, the recipient must update the information below to include the following (please see Appendix C for further details on these fields).

- Speed and latency at the location post-CPF investment
  - Maximum download speed delivered
  - Maximum upload speed delivered
  - Latency delivered
- Additionally, the update should add any locations that were not included in the initial data submission and received service as a result of the project and remove locations that were planned but were removed from the final project scope.

Speed and Latency To ensure broadband infrastructure investments meet CPF requirements to deliver service that reliably meets or exceeds symmetrical download and upload speeds of 100 Mbps and to promote consistency across federal agencies, Treasury accepts reporting of speed and latency measurements conducted using testing standards and protocols consistent with those established and used by the Federal Communications Commission in multiple contexts, including the Connect America Fund (CAF) and the Rural Digital Opportunity Fund (RDOF), or those established and used by the U.S. Department of Agriculture in multiple contexts, including the ReConnect program.

In addition to demonstrating that the speed requirements are met, network latency measurements during testing windows should fall at or below 100 milliseconds round-trip time. This approach ensures a connection that supports reasonably foreseeable real-time applications.

To update locations on projects marked as “Complete”:

1) Download existing location data (Figure 20)
2) Update required fields
3) Set the status as “Void” for any locations that were reported in error or that are no longer part of the project
4) Reupload the updated location data file

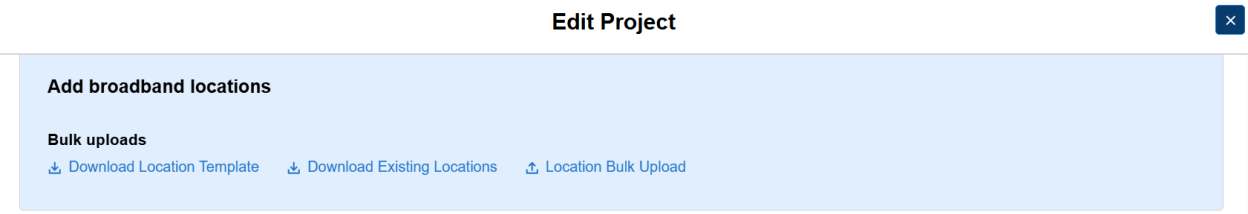


Figure 20 - Download Previously Uploaded Locations

Use Code 1B - Digital Connectivity Performance Technology Projects (see **Error! Reference source not found.**1)

Step 1) Provide the address(es) or other location information where the recipient plans to distribute and/or install devices. **Note:** the address(es) entered should be a physical location(s) and should not be a P.O. Box.

Step 2) (For projects marked as “Complete”) Provide the address(es) or other location information where the recipient actually distributed and or/installed devices.

Step 3) Populate the table for Digital Connectivity Technology Projects for the following device types. For each device type, provide the number of devices the project is designed to purchase and the planned expenditure. Once a project is marked as “Complete”, provide the actual number of devices that were purchased and the actual expenditure.

- Laptops
- Tablets
- Desktop computers
- Public Wi-Fi equipment
- Other
    - If “Other” is selected, please provide a description of the device type

Step 4) Provide the estimated total number of individuals that will use the devices.

Step 5) (For projects marked as “Complete”) Provide the actual total number of individuals using the aforementioned devices during the period of performance.

Step 6) Provide a brief narrative explaining the planned number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services.

Step 7) (For projects marked as "Complete") Provide a brief narrative explaining the actual number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attended or made use of the trainings and support services.

Step 8) Are subrecipients measuring the Project's effectiveness and impact through data collection, such as surveys? Select Yes or No.

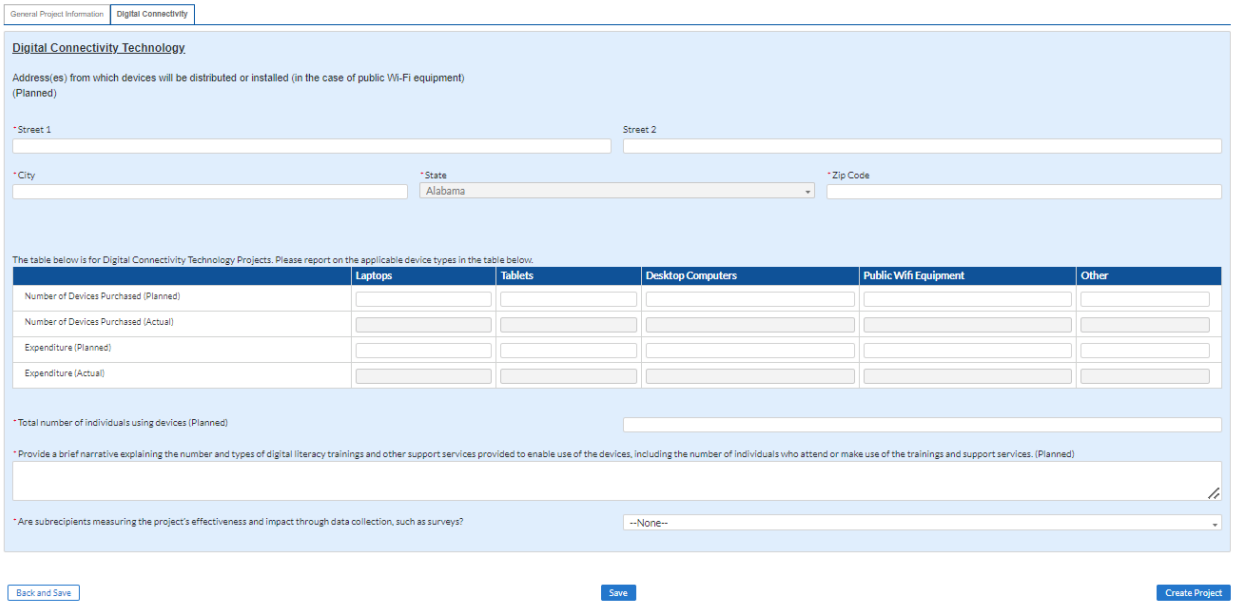


Figure 21 - Digital Connectivity Technology for Project Use Code 1B

Use Code 1C - Multi-Purpose Community Facility Projects (see **Error! Reference source not found.**2)

Note – Treasury recommends that 1C projects only have one address per project entry. If a project (including a subaward) includes multi-purpose community facility investments at multiple addresses, please contact Treasury to discuss the approach for entering projects into the portal.

Step 1) Provide the planned physical address of the multi-purpose community facility funded by the Project. **Note:** the address entered should be a physical location and should not be a P.O. Box.

Step 2) (For projects marked as "Complete") Provide the actual physical address of the multi-purpose community facility funded by the Project.

Step 3) Select the type of investment from the picklist.

- New construction, to include acquisition of property for development

- Renovation/expansion of existing structure, to include acquisition of existing structures for renovation/ expansion

Step 4) Populate the table for type and number of features planned in the multi-purpose community facility.

- Classroom
- Computer Lab
- Multi-purpose space
- Telemedicine room
- Other
    - If Other, specify the type of capital asset and number of features

For projects marked as "Complete," populate the table for the type and number of features in the completed multi-purpose community facility.

Step 5) Provide the total square footage planned to be funded by CPF dollars.

Step 6) (For projects marked as "Complete") Provide the total square footage actually funded by CPF dollars.

Step 7) Does the multi-purpose community facility have proximate access to public transportation? Select Yes or No.

Step 8) (For projects marked as "Complete") Provide the number of individuals utilizing the capital asset during the period of performance.

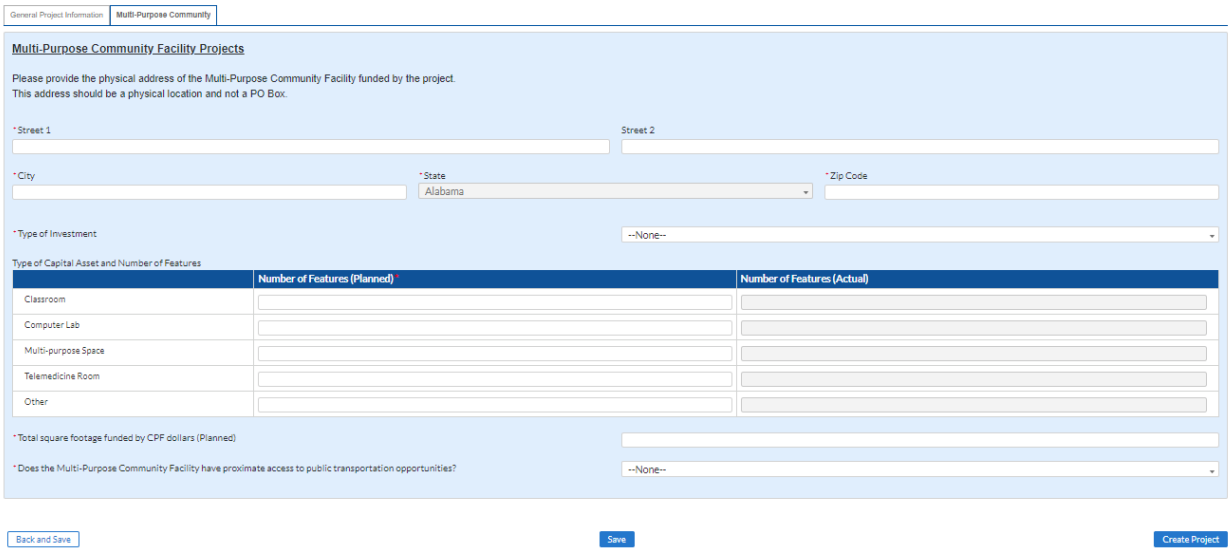


Figure 22 - Multi-Purpose Community Facilities Project Input

Use Code 2 – Case-by-Case Projects (see **Error! Reference source not found.**3)

For Program Plans submitted for Case-by-Case Review, Treasury will work with recipients to develop metrics and performance measures for the Program Plan and associated projects. As one component of their submission, recipients will be asked to provide proposed metrics and performance measures for review by Treasury. Performance indicators proposed should include both output and outcome measures. Recipients are encouraged to use logic models[2] to identify their output and outcome measures. All proposed metrics and measures are subject to final review and approval by Treasury.

Step 1) Upload a file consistent with the metrics and performance measures agreed upon for the recipient's specific case-by-case review. **Note:** An updated file should be uploaded every quarter until the project is in "Completed" status.



Figure 23 - Instructions for Project Use Code 2 – Case by Case

f) Program Administrative Expenses

Recipients are required to report on program administrative expenses in the aggregate (see **Error! Reference source not found.**4). Program administrative expenses do not need to be broken down at the Project level. Program administrative expenses mean the costs of administering the CPF grant funding by a recipient, providing technical assistance to potential subrecipients, and costs related to complying with grant administration and audit requirements, including both direct and indirect administrative costs. The data provided in this section should reflect the sum of all program administrative expenses incurred by the recipient related to administration of the CPF grant.

Obligations

Step 1) The cumulative obligations reported in the prior quarter's report will be automatically rolled over into the current quarter's report.
Step 2) Enter the obligations incurred during the current reporting period only.
Step 3) The updated cumulative obligations will calculate automatically. You will be asked to confirm this number is accurate. If this number matches your records, select Yes. If there is a discrepancy, select No.
Step 4) If you selected Yes in Step 3, no further action required.

[2] A logic model is a tool that depicts the intended links between program investments and outcomes, specifically the relationships among the resources, activities, outputs, outcomes, and impact of a program. More information about logic models can be found in *Managing For Results: The Performance Management Playbook for Federal Awarding Agencies*.

Step 5) If you selected No in Step 3, you will be required to manually input the correct cumulative obligations and provide an explanation for the discrepancy.

Expenditures

Step 1) The cumulative expenditures reported in the prior quarter's report will be automatically rolled over into the current quarter's report.
Step 2) Enter the expenditures incurred during the current reporting period only.
Step 3) The updated cumulative expenditures will calculate automatically. You will be asked to confirm this number is accurate. If this number matches your records, select Yes. If there is a discrepancy, select No.
Step 4) If you selected Yes in Step 3, no further action required.
Step 5) If you selected No in Step 3, you will be required to manually input the correct cumulative expenditures and provide an explanation for the discrepancy.

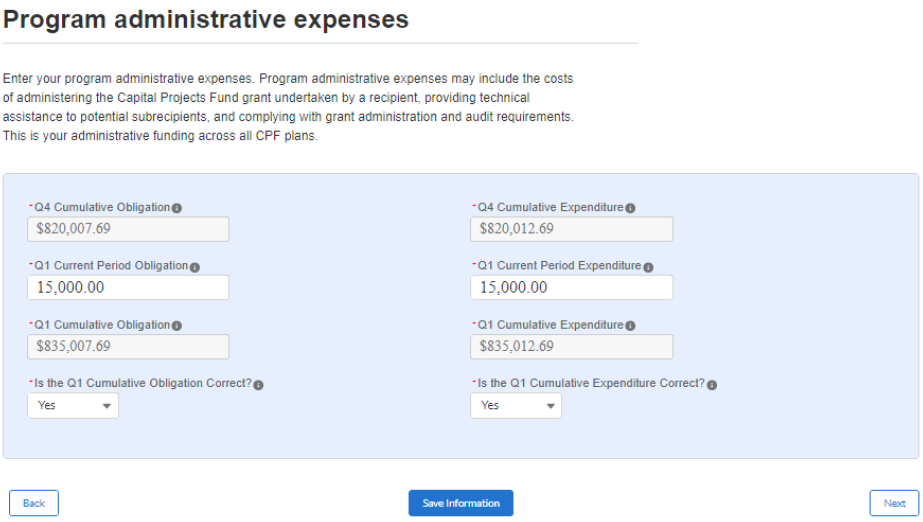


Figure 24 - Program Administrative Expenses

g) Certification

The Authorized Representative must certify the Project and Expenditure Report. By certifying this submission, the Authorized Representative is confirming that all reported information is accurate and approved for submission (see **Error! Reference source not found.** and **Error! Reference source not found.**). Individuals who are not designated as an Authorized Representative will not be able to certify and submit reports.

Step 1) Review prior screens and entered information to verify the accuracy of the record.

Step 2) Validate that there are no system identified errors. **Error! Reference source not found.** indicates an error has been identified with the project status and an

incomplete project under a program. **Error! Reference source not found.** shows a “Complete” status, and the system will allow submission of the report.

Step 3) Review the Authorized Representative’s Name, Title, Telephone Number, and E-Mail Address.

Step 4) Review certification language.

Step 5) A confirmation box appears confirming the intention to submit (see **Error! Reference source not found.**).

Step 6) Click the *Certify and Submit* button to complete the entry.

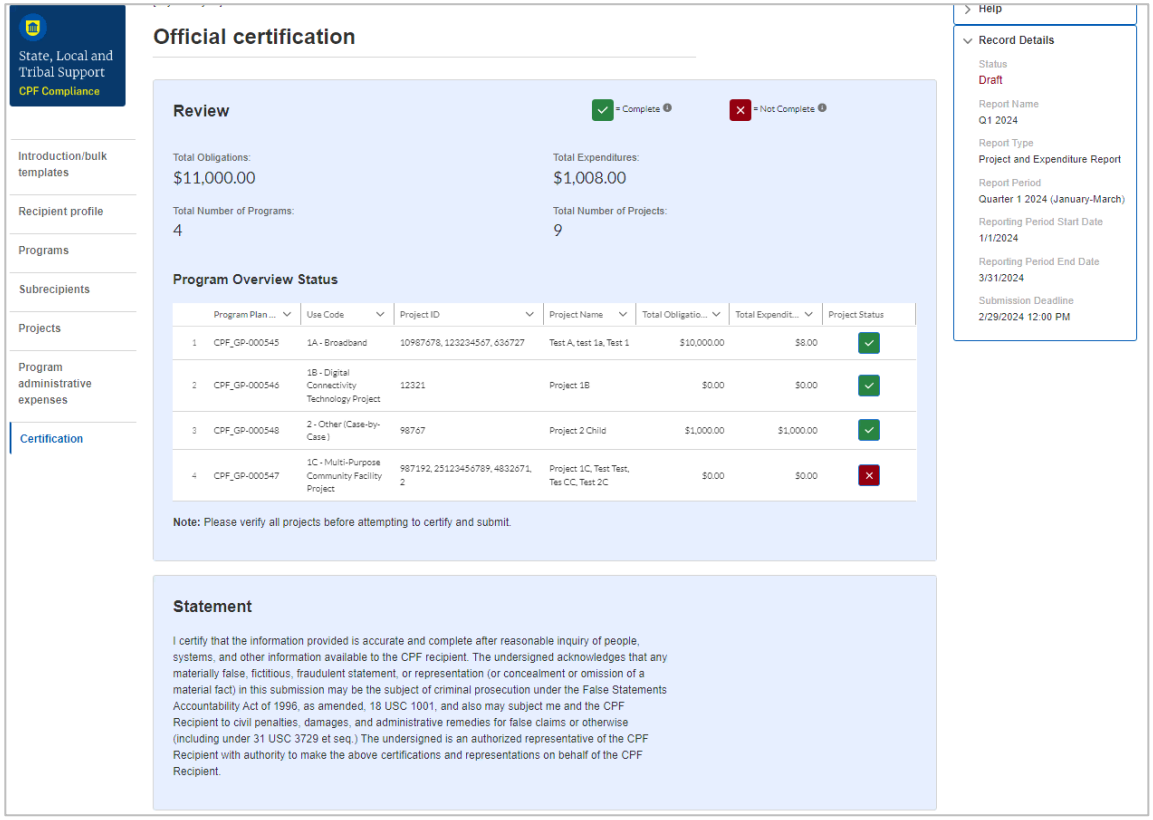


Figure 25 - Project Overview Status with Errors

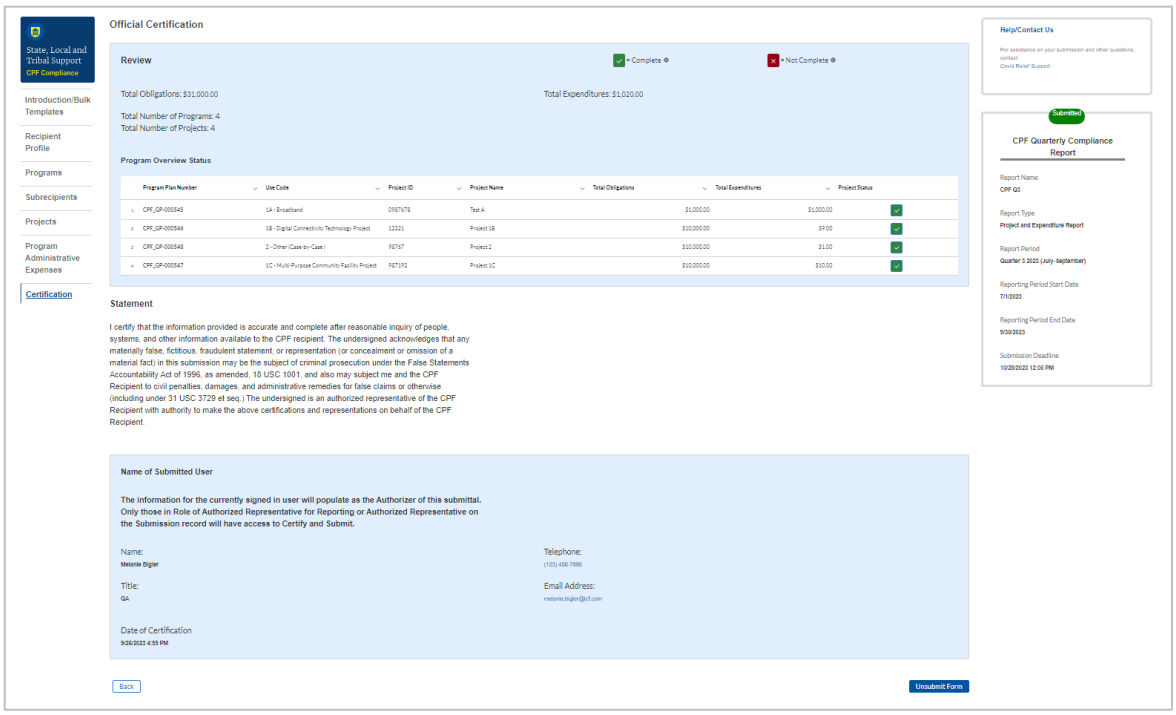


Figure 26 - Project Overview Status with No Errors

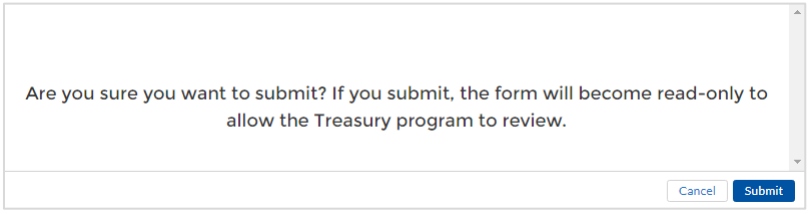


Figure 27 - Submission Verification

After confirming you wish to submit the report, if any other errors or incomplete information are identified, the system will return an error and will explain the section(s) of the report that contain errors. Figure indicates that errors have been identified with the submission of program administrative expenses.

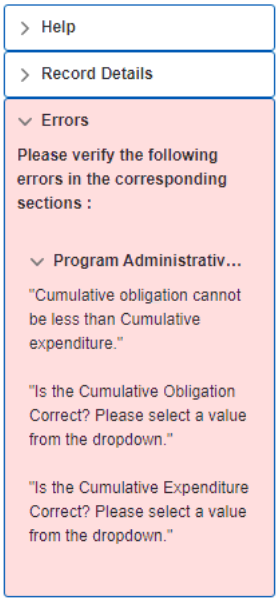


Figure 28 - Report Validation with Errors

Section V. Editing and Revising Your Data

This section provides instructions for providing updates and revisions to information submitted as part of previous Project and Expenditure Reports. Please note that unless initiated by Treasury staff, users will not have the ability to make any edits to submitted reports after the reporting deadline. All edits or changes must be reflected in the next available report.

Projects entered into the system can be edited or deleted before final submission. To edit a project, open the project from the My Projects screen. To delete a project, use the *Delete Project* Button (pink trash can icon) (see Figure 29). Users may edit project information prior to the submission deadline. If a report is already submitted, users will need to un-submit the report to edit or delete a project record, and may do so until the due date of the report.

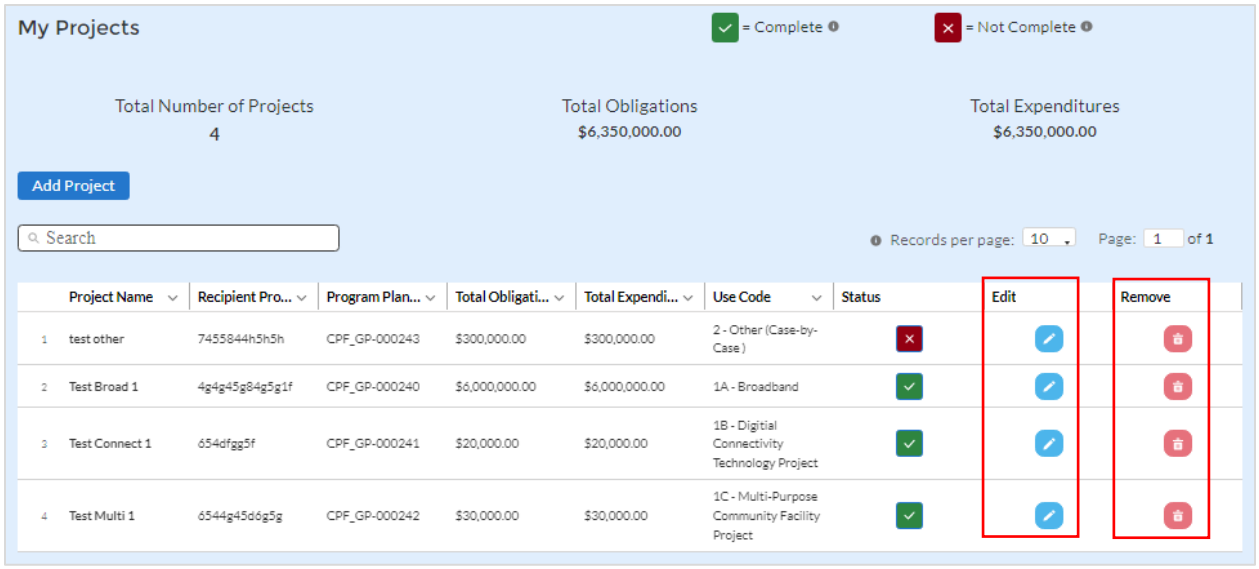


Figure 29 - Edit and Delete Project Screen

There are two ways to edit Project and Expenditure Report data:

- Manual Entry – using the portal's web-based forms to edit or change fields individually.
- Bulk Upload – using the bulk upload functionality in the different report modules to upload a file that updates many different existing records at one time.

a) Manual Entry

1) Projects

a. To edit data on the Project Overview page, click on the blue pencil icon. Doing so will open the "Edit Project" window (see **Error! Reference source not found.**30) where edits or changes can be entered into the available fields. Click the *Save Information* button for the edits to be accepted.

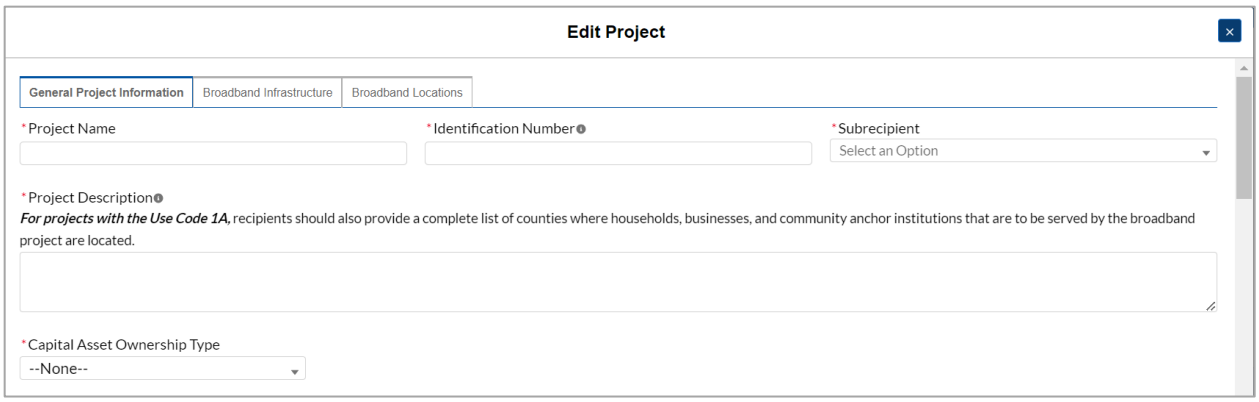


Figure 30 - Edit Project Window

b. To remove projects that have been created during the current reporting cycle, click the trash can icon button in the "Edit Project" window (see **Error! Reference source not found.**).

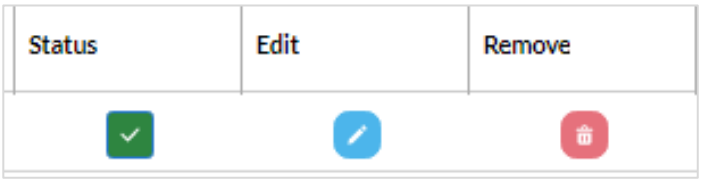


Figure 31 - Edit or Remove a Project

<u>Note:</u> Projects submitted as part of prior reports cannot be deleted. In order to remove CPF funding from a previously reported project: Change the project status to "Cancelled" and edit the project's Total Cumulative Obligations and Total Cumulative Expenditures to be $0.00. If reporting a cancelled project, contact your CPF point of contact for further instructions prior to submission.

2) Subrecipient

Subrecipient information can be edited or removed by clicking on the appropriate icon (see **Error! Reference source not found.**32).

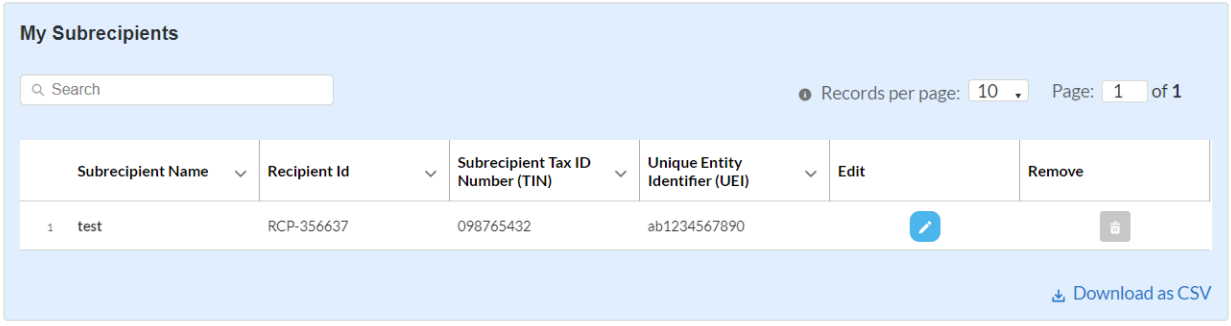


Figure 32 - Edit Subrecipient Information

b) Bulk Upload

Similar to uploading new data in bulk (as described in Appendix A), editing multiple records at one time may be done by using the bulk upload templates for the *Projects* and *Broadband Location Data* screens. At this time, the records in the *Subrecipients* module must be updated manually.

The steps to make these edits using bulk upload templates are as follows:

Step 1) Populate the identifier field in the relevant bulk upload template for the records to be edited. Make sure that in each template the identifiers correspond with records that currently exist in the system. Use the "Download as CSV" function below in every module to easily view the recipient's record's identifiers in Excel. The unique identifier for each module is as follows:

- Project Overview: "Project ID", "Subrecipient", "Subrecipient UEI", and "Subrecipient TIN"

Step 2) Once the identifier is populated for the records to be edited, fill in the rest of template for both fields that are being edited, and fields that are not changing.

IMPORTANT: Editing with bulk upload replaces data in the entire record, not just the fields to be edited. If fields are left blank in the upload template, they will be flagged as errors or remain blank in the system.

Step 3) Validate data to ensure it is accurate and can be uploaded. After completing the bulk upload template that includes edits, upload the file as shown on screen. The instructions are as described in Appendix A.

Step 4) After uploading edits, verify records within the portal to ensure data was uploaded correctly. Edits can subsequently be made manually as well if additional changes need to be made.

Appendix A – Bulk File Upload Overview

a) Purpose

This Appendix provides an overview of the bulk file upload process. The five bulk file upload templates are listed below. The data requirements for each template can be found in Appendix B.

- Subrecipient Template
- 1A Broadband Infrastructure Template
    - Broadband Location Data Template
- 1B Digital Connectivity Technology Template
- 1C Multi-Purpose Community Template

b) Template Description

Each of the bulk file upload templates contains instructions on how to populate the respective fields within each file. When adding content to each template, follow the "help" text cells, which will provide what is and is not permitted for each cell. All templates have the same structure as described below:

Row 1: Template Version

Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints.

Row 4: Field ID: System identifier for field

Row 5: Required, Optional, or Conditional status: This row specifies if the field is required, optional, or conditional. When the column is required and data is not provided, the system will not allow the file data to be uploaded successfully. Optional fields may be left blank. Conditional fields become required depending on the entry of other fields.

Row 6: Field Name: Common name of field

Row 7: Field Help Text: Provides a description of the field. There are 2 types of fields: 1) an open value either text or numbers and 2) a picklist, which is a predefined list of values:

- Open Value: Any text, number, or currency field. Text for recipient name or a number that represents amounts. Most text types are free formats, the only expectation is for dates, each column that represents a date describes the accepted format. For any number field, it is not required to add "," to represent thousands and it is not required to add "$" to represent currency. Only add decimal "." when needed.
- Pick List: A picklist is predefined list of values that is accepted by the system. When the column is a pick list, row 7 provides the list of options that the system accepts. The picklist entry in the field must match exactly with the picklist value. If the respondent provides a value that is not in the predefined pick list, the system will not accept the file and will flag as an error. Responses should not contain quotation marks.

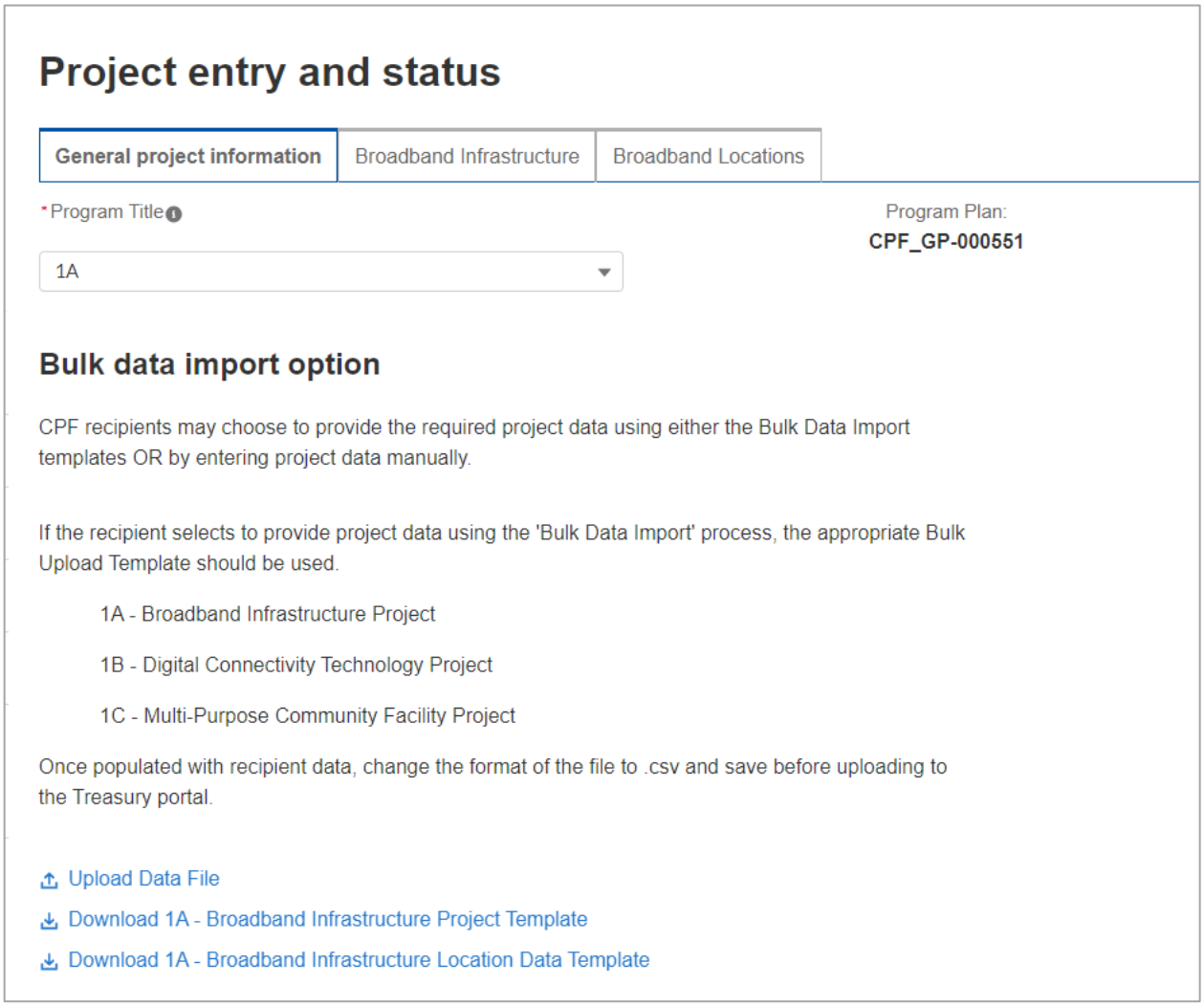


Figure 33 - Sample Bulk Upload Icon

Row 8: Submitted data. Row 8 is the beginning of submitted data entry. The system accepts 1 or many rows.

Note: Do not change the content of rows 1 through 7.

c) Bulk Upload Process

There are two options for the bulk upload process. Beginning on the Q1 2024 P&E Report, Recipients may use either option to bulk upload Subrecipient, Project, and Broadband Location Data. For project data, the newly added excel version of the Bulk Upload Templates includes separate tabs for each use code (i.e. Broadband Infrastructure, Digital Connectivity Technology, and Multipurpose Community Facilities) that were previously separate files in one document. This allows for 10,000 max records to be uploaded in one file.

Directions for both the new and legacy bulk upload processes are outlined below.

Tabs accepting bulk upload files are clearly marked in the portal and identified in this user guide. The template for each upload file is available on the *Introduction/Bulk Templates* tab for download and in the subsequent data entry tabs (see and 34).

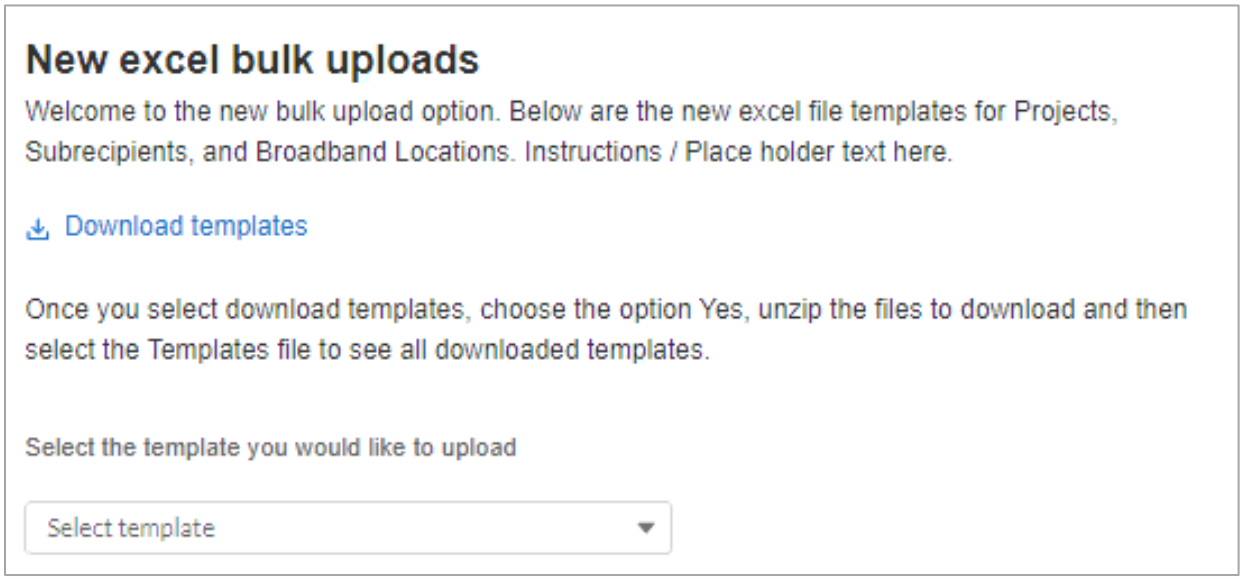


Figure 34 - New excel bulk uploads

Both the new and legacy bulk upload processesinclude the following steps:

Step 1) Download the template(s) from the link provided in the web application section of the module.

Step 2) Open the template in Microsoft Excel.

Step 3) Add data starting with row 8, column B of the applicable template.

Step 4) Repeat with additional rows as needed.

For the new excel bulk upload process:

Step 5) Select the template to upload from the drop down menu (**Error! Reference source not found.**35).

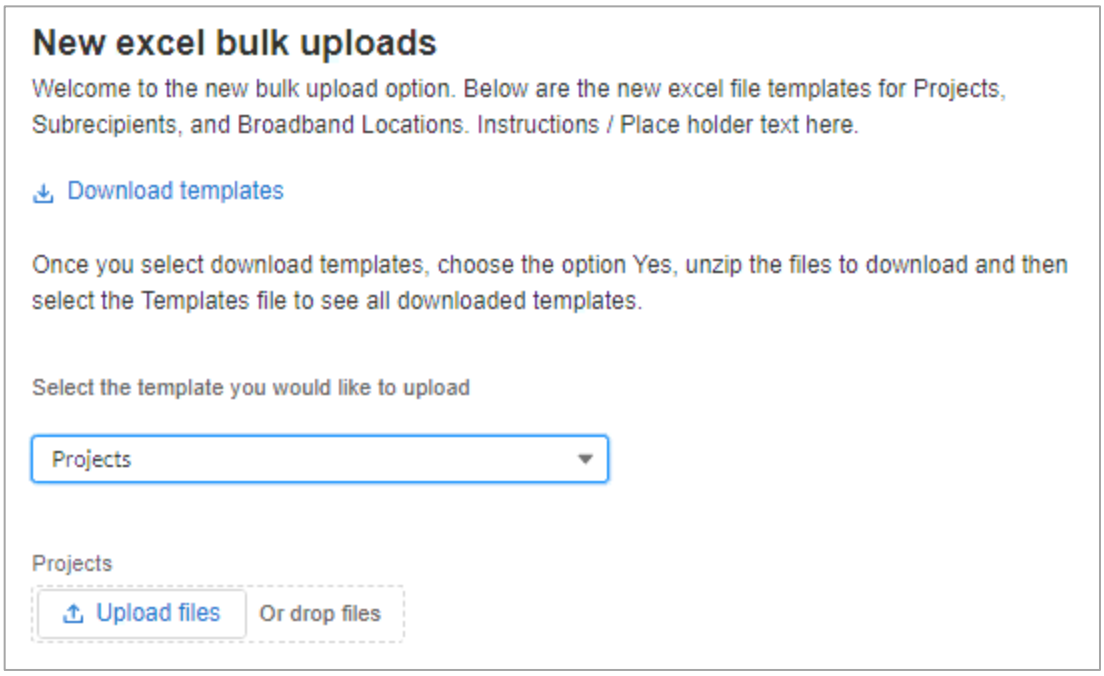


Figure 35 - Uploading the excel bulk upload templates

Step 6) Attach the excel file by clicking on *Upload Files* or drag the file to the designated area.

Step 7) Review and correct any errors and reupload the file (

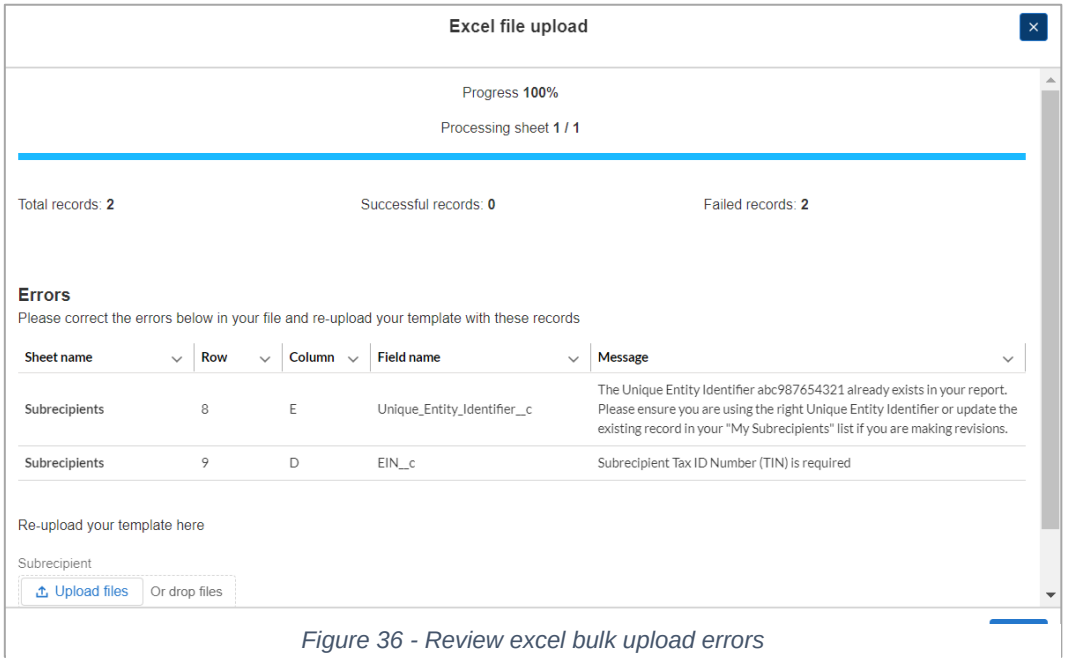


Figure 36 - Review excel bulk upload errors

36).

Step 8) Once errors are resolved, a message will appear confirming that the file is uploaded (**Error! Reference source not found.**37). Click *Create/Update Records*.

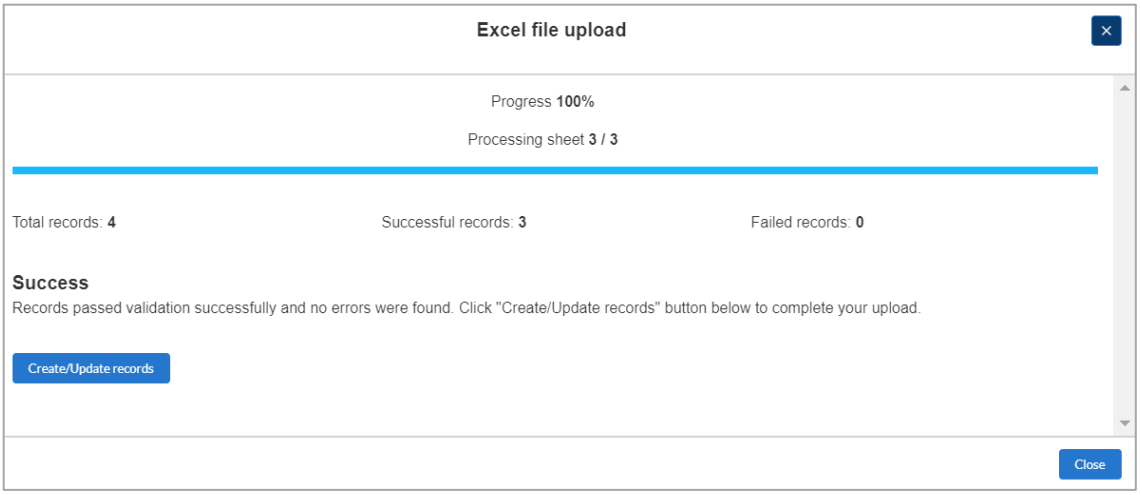


Figure 37 - Create/Update Records

For the legacy bulk upload process:

Step 9) Save the template as a .CSV file.

Step 10) Click the Bulk Upload link to open the Bulk Upload box (see **Error! Reference source not found.**38).

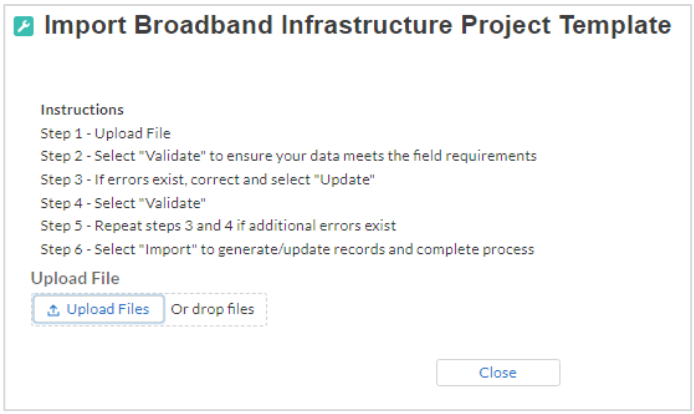


Figure 38 - Bulk Upload Pop Up 1

Step 11) Attach the .CSV file by clicking on *Upload Files* or drag the file to the designated area.

Step 12) A message will appear confirming that the file is uploaded (see **Error! Reference source not found.**39). Click *Done*.

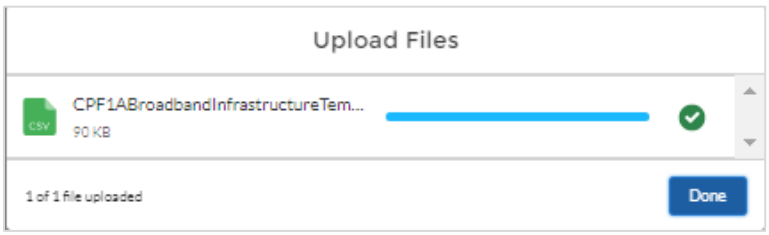


Figure 39 - Upload Files

Step 13) Click *Validate* to have the system verify the bulk upload does not have errors.

Step 14) If the system validation does not find any errors in the bulk upload, it will return a successful screen (see **Error! Reference source not found.**40).

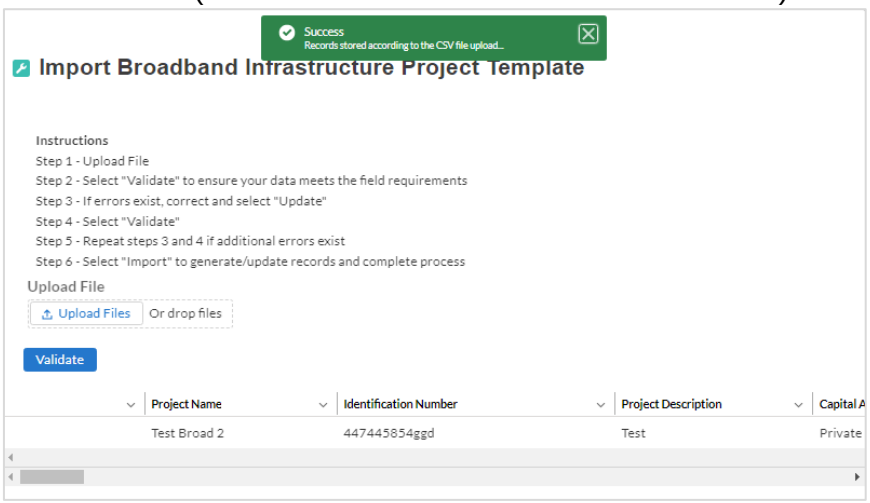


Figure 40 - Successful Bulk Upload Example

Step 15) If the system validation finds errors in the bulk upload, it will return the screen with the list of errors. Update on screen by manually typing in the corrections in the value column or correct the error in the file and re-upload the corrected bulk upload file.

There are four common Bulk File Upload errors as described below:

- **Blank Required Data:** When a required field is left blank within the bulk upload file, the specific bulk upload file row and cell number is provided on the screen. In the example below, “Identification Number” was blank, and the error is located in Column C, Row 8 (see **Error! Reference source not found.**41).

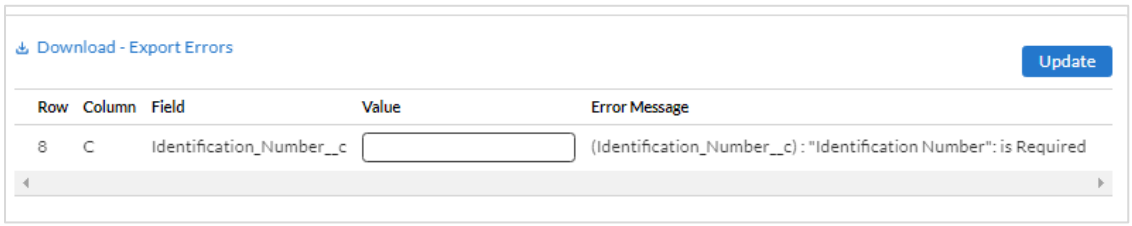


Figure 41 - Blank Required Data Error

- **Invalid Data:** Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each bulk upload template. In the example below, an error pertaining to the "Capital Asset Ownership Type" was made and the error is located in Column E, Row 8 (see **Error! Reference source not found.**).

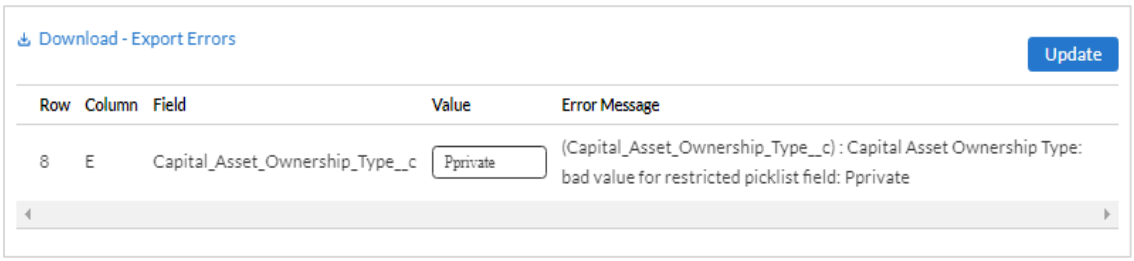


Figure 42 - Invalid Data Error

- **Duplicate Data**: Duplicate data includes any type of data (numeric or text) that is repeated in the same column when the Help Text within a bulk upload template requires a unique entry. For example, unique numbers should be provided for the UEI in the Subrecipient template. In the example below, an error pertaining to the "Unique Entity Identifier" was made and the error is in Column D, Row 8 (see **Error! Reference source not found.**).

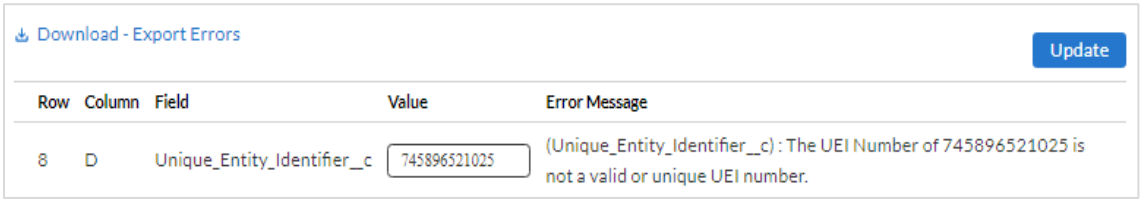


Figure 43 - Duplicate Data Error

- **Non-existent Reference**: This instance would include uploading data that references other records that do not yet exist or have not been previously uploaded into the portal. For example, uploading a project template that is filled out correctly, but references subrecipient identification (ID) records that have not been uploaded to the Subrecipient tab. This will result in an error and any pre-requisite data must be uploaded first in order for the reference to work (see **Error! Reference source not found.**44).

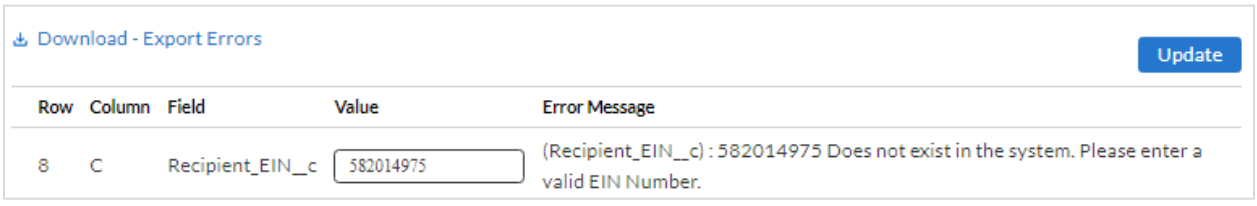


Figure 44 - Non-Existent Reference Error

Step 16) In cases when it may be preferable to work from a master list of errors, click the *Download – Export Errors* link, highlighted in the red box in **Error! Reference source not found.**, to download a spreadsheet detailing all errors in the bulk

upload file. Once errors are corrected, click *Update*. The system will once again check for errors.

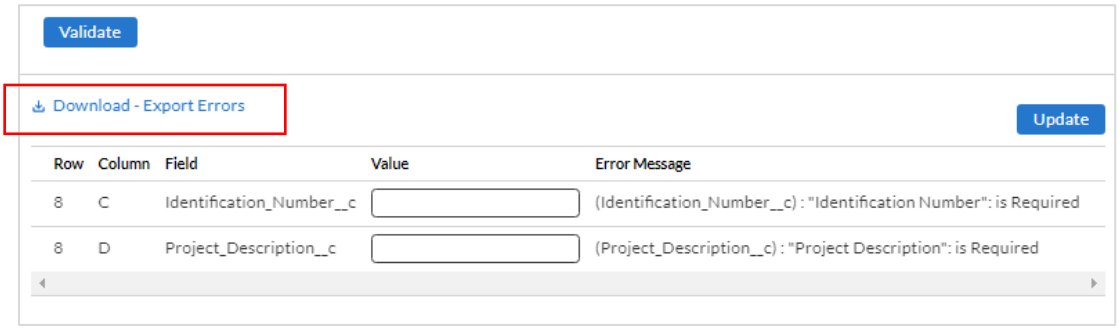


Figure 45 - Listing of Bulk Upload Errors

Step 17) If the system validates that the bulk upload has no errors, it will return the option to *Import* (see **Error! Reference source not found.**). Click the *Import* button.

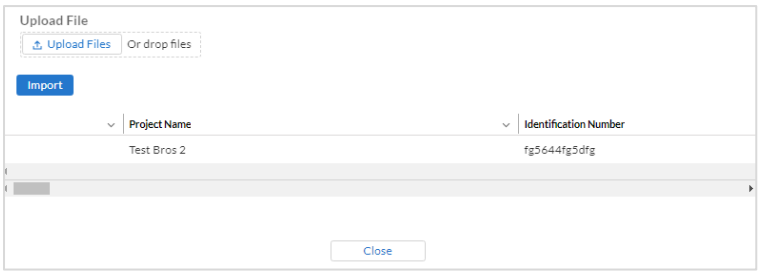


Figure 46 - Bulk Upload Creation

Step 18) Once created, the recipient's records will show at the bottom of the relevant screen.

d) Bulk Upload Creation Steps

The collective bulk file upload process is contingent upon users following the below steps to ensure successful submission.

> **Note:** All data submitted via the legacy bulk upload functionality must be sbmitted as a .CSV file.

e) CSV Guidance

Refer to the following link for descriptions of the CSV format.

https://en.wikipedia.org/wiki/Comma-separated_values

f) Specific CSV characteristics

- The date format is: MM/DD/YYYY. Example:
    a. 06/22/2022
- All currency values are numeric. It is not required to add "," for thousand or millions.
- Do not include a "$" sign for currency values. The file will be rejected if a "$" is included in the data entry.
- Once the excel spreadsheet has been saved as a .csv file, do not re-open the file. Re-opening the file will cause excel to possible revert to an .xls type file and leading zeros or other issues may occur.

g) Upload Template Description

Each data element and/or column in the CSV files is described below:

- Index No: Reference number for the data element. For internal use only.
- Defined term: Column short description.
- Definition: Column long description or definition.
- CSV Column Name: The column header name that must be used in the CSV file.
- Required: Indicates if the column is required or not required.
- List Value: The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric.
- Data type: Specify the data type of the column. The options are: Numeric, Text, Date and Pick List.
- Max Length: Indicates the maximum length in characters that is allowed for each column.

Appendix B – CPF Use Case Programmatic Data

The downloadable templates contain information required to create the upload files, including definitions, value, type, and length. Templates can be downloaded from the CPF Recipient Compliance and Reporting Responsibilities webpage and in the portal.

a) General Project Information

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Program Plan ID (new excel bulk upload only)	Program grant plan identifier	Required	n/a	Text	100
Project Name	Name of the project	Required	n/a	Text	100
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Subrecipient Unique Entity Identifier (UEI)	The UEI of this subrecipient	Required	n/a	Number	12
Subrecipient Tax Identification Number (TIN)	The EIN number of this subrecipient	Required	n/a	Number	9
Project Description	Brief description of the project	Required	n/a	Text	3000
Capital Asset Ownership Type	The Capital Asset Ownership type	Required	Private, Public Private, Partnership, Municipal Government, Tribal Government, Non-profit, Cooperative, Other	Picklist	n/a
Total CPF Funding for the Project	Total CPF funding for the project	Required	n/a	Currency	16
Total from all Funding Sources	Total from all funding sources	Required	n/a	Currency	16
Narrative Description	Brief description of the "Other" Capital Asset Ownership Type	Conditional	n/a	Text	3000
Current Period Obligation	Total dollar value of obligations for this current reporting period	Required	n/a	Number	15
Current Period Expenditure	Total dollar value of expenditures for this current reporting period	Required	n/a	Currency	15
Cumulative Obligation	Total dollar value of obligations for this project	Required	n/a	Currency	15
Cumulative Expenditure	Total dollar value of expenditures for this project	Required	n/a	Currency	15
Current Period Program Income	Total amount of program income earned within the current report period	Optional	n/a	Currency	15

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Earned (1B and 1C only)					
Current Period Program Income Expended (1B and 1C only)	Total amount of program income expended within the current report period	Optional	n/a	Currency	15
Cumulative Program Income Earned (1B and 1C only)	Total amount of program income earned from award date through the end of the report period	Optional	n/a	Currency	15
Cumulative Program Income Expended (1B and 1C only)	Total amount of program income expended from award date through the end of the report period	Optional	n/a	Currency	15
Program Income Pursuant (1B and 1C only)	If any program income was reported, answer the following: "Was program income added to the CPF award pursuant to 2 CFR 200.307(e) and used for the purposes and under the conditions of the CPF award?"	Conditional	Yes No	Picklist	n/a
Program Income Pursuant Explanation (1B and 1C only)	If "No" was selected for the previous question regarding program income, please provide an explanation.	Conditional	n/a	Text	3000
Major Activities Description	Brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs	Required	n/a	Text	3000
Project Status	Completion status of the project	Required	Not started, Less than 50 percent complete, More than 50 percent complete, Completed, Cancelled	Picklist	n/a
Projected Construction Start Date	The projected start date of construction	Conditional	n/a	Date	8
Projected Construction Completion Date	The projected completion date of construction	Conditional	n/a	Date	8
Projected Initiation of Operations	The project initiation of operations	Conditional	n/a	Date	8
Actual Construction Start Date	The actual start date of construction	Conditional	n/a	Date	6

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Actual Construction Completion Date	The actual completion date of construction	Conditional	n/a	Date	6
Operations initiated	Confirmation on whether operations have been initiated	Conditional	Yes No	Picklist	3
Actual Operations Date	The actual start date of operations	Conditional	n/a	Date	8
Operations Explanation	Brief explanation of why operations have not been initiated	Conditional	n/a	Text	3000
Other Federal Funding	Confirmation on whether other federal funding has been used	Required	Yes No	Picklist	n/a
Federal Funding Program Name	Provide the Program Name of the other program(s) providing federal funding	Conditional	n/a	Text	3000
Federal Funding Assistance Listing Number	Provide the Assistance Listing number of the other program(s) providing federal funding	Conditional	n/a	Text	3000
Federal Funding Assistance Listing Amount	Provide the amount of the other federal funding obligated (by Assistance Listing)	Conditional	n/a	Text	3000
Federal Funding Davis Bacon Act	Is this other federal funding subject to the requirements of the Davis-Bacon Act?	Conditional	Yes No	Picklist	n/a
Matching Funds	Confirmation on whether CPF used as a State's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute?	Required	Yes No	Picklist	n/a
Program Information	Provision of the Program Name and Assistance Listing of the other federal program that is being matched, as well as statutory citation permitting CPF funds to be used as nonfederal matching funds	Conditional	n/a	Text	50
Amount of Matching Funds	The total amount of CPF funds being used as matching funds	Conditional	n/a	Currency	15
Target Project Information	Brief description of the project, including the total anticipated costs for the project from all funding sources	Conditional	n/a	Text	3000
Davis Bacon Certification	Certification of Davis Bacon requirements	Conditional	Yes No	Picklist	n/a
Number of Direct Employees	Number of employees on the project hired directly	Conditional	n/a	Number	11
Number of Contractor Employees	Number of employees of contractors and sub-contractors working on the project	Conditional	n/a	Number	10

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Number of 3rd Party Employees	Number of employees on the project hired through a third party	Conditional	n/a	Number	12
Any Wages Less Than Prevailing	Confirmation on whether any of the wages at rates less than those prevailing	Conditional	Yes No	Picklist	n/a
Worker Wages and Benefits by Classification	Wages and benefits of workers on the project by classification	Conditional	n/a	Text	3000
Project Labor Certification	Certification that 'the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))	Conditional	Yes No	Picklist	n/a
Assurance of Adequate Labor	Explanation of how the Recipient will ensure the Project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the Project	Conditional	n/a	Text	3000
Minimizing Risks	Explanation of how the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project	Conditional	n/a	Text	3000
Safe and Healthy Workplace	Explanation of how the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30)	Conditional	n/a	Text	3000
Adequate Wages	Confirmation of if workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market	Conditional	Yes No	Picklist	n/a
Project Labor Agreement	Confirmation of if the project has a completed project labor agreement	Conditional	Yes No	Picklist	n/a
Prioritize Local Hires	Confirmation of if the project prioritizes local hires	Conditional	Yes No	Picklist	n/a

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Community Benefit Agreement	Confirmation of if the project has a Community Benefit Agreement	Conditional	Yes No	Picklist	n/a
Description of Community Benefit Agreement	Description of Community Benefit Agreement	Conditional	n/a	Text	3000

b) 1A Broadband Infrastructure Template

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Is this a middle mile project?	Select "Yes" if the project is a middle mile project	Optional	Yes No	Picklist	n/a
Technology_ Type (Planned)	Type of technology (Planned)	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
Technology Type (Actual)	Type of technology (Actual)	Conditional	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, specify (Planned)	Explanation of Other type of technology (Planned)	Conditional	n/a	Text	3000
If Other, specify (Actual)	Explanation of Other type of technology (Actual)	Conditional	n/a	Text	3000
Total Miles of Fiber Deployed (Planned)	Total number of miles of fiber planned for deployment.	Required	n/a	Number	10
Total Miles of Fiber Deployed (Actual)	Total number of miles of fiber deployed.	Conditional	n/a	Number	10
Total Number of Locations Served (Planned)	Total number of locations planned to be served.	Required	n/a	Number	10
Total Number of Locations Served (Actual)	Total number of locations served.	Conditional	n/a	Number	10
25/3 Mbps or below (Planned)	Total number of locations served receiving less than 25/3 Mbps (Pre - CPF Investment) (Planned)	Required	n/a	Number	10
25/3 Mbps and 100/20 Mbps (Planned)	Total number of locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (Pre- CPF Investment) (Planned)	Required	n/a	Number	10
Minimum 100/100 Mbps (Planned)	Total number receiving minimum 100/100 Mbps	Required	n/a	Number	10

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
	(Post - CPF Investment) (Planned)				
Minimum 100/100 Mbps (Actual)	Total number receiving minimum 100/100 Mbps (Post - CPF Investment) (Actual)	Conditional	n/a	Number	10
100/20 Mbps to 100/100 Mbps (Planned)	Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment) (Planned)	Required	n/a	Number	10
100/20 Mbps to 100/100 Mbps (Actual)	Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment) (Actual).	Conditional	n/a	Number	10
Explanation of Discrepancy (Location by Speed)	Explain if the sum of number of locations served pre-CPF Investment, or post-CPF Investment, does not equal the Total Number of Locations Served for planned or actual columns.	Conditional	n/a	Text	3000
Explanation of Discrepancy (Location Type)	Explain if the sum of residential, business, and community anchor institutions does not equal Total Number of Locations Served for planned or actual columns	Conditional	n/a	Text	3000
Total Number of Locations Served by Type - Residential (Planned)	Total Number of Locations Served by Type - Residential (Planned)	Required	n/a	Number	10
Total Number of Locations Served by Type - Residential (Actual)	Total Number of Locations Served by Type - Residential (Actual)	Conditional	n/a	Number	10
Total Housing Units (Planned)	Total Number of Locations Served by Type - Total Housing Units (Planned)	Required	n/a	Number	10
Total Housing Units (Actual)	Total Number of Locations Served by Type - Total Housing Units (Actual)	Conditional	n/a	Number	10
Total Number of Locations Served by Type - Business (Planned)	Total Number of Locations Served by Type - Business (Planned)	Required	n/a	Number	10

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Total Number of Locations Served by Type - Business (Actual)	Total Number of Locations Served by Type - Business (Actual)	Conditional	n/a	Number	10
Total Number of Locations Served by Type - Community Anchor Institution (Planned)	Total Number of Locations Served by Type - Community Anchor Institution (Planned)	Required	n/a	Number	10
Total Number of Locations Served by Type - Community Anchor Institution (Actual)	Total Number of Locations Served by Type - Community Anchor Institution (Actual)	Conditional	n/a	Number	10
Speeds and Prices	Upload file template on speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service.	Conditional	n/a	n/a	n/a
Affordable Connectivity Program (ACP)	Confirmation on whether the provider participating in the FCC's Affordable Connectivity Program (ACP).	Optional	Yes No	Picklist	n/a
Project Location	Upload file template on Project Location fields.	Conditional	n/a	n/a	n/a

c) 1B Digital Connectivity Technology Template

FIELD NAME	DEFINITION	REQUIRED/ OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Street 1 (Planned)	The first planned street	Required	n/a	String	40
Street 2 (Planned)	The second planned street	Optional	n/a	String	40
Street 1 (Actual)	The actual first street	Conditional	n/a	String	40
Street 2 (Actual)	The actual second street	Optional	n/a	String	40
City (Planned)	The planned city	Required	n/a	String	40
City (Actual)	The actual city	Conditional	n/a	String	40
State (Planned)	The planned state	Required	n/a	Picklist	2
State (Actual)	The actual state	Conditional	All 50 States and U.S. territories	Picklist	n/a
Zip Code (Planned)	The planned zip code	Required	n/a	Number	5
Zip Code (Actual)	The actual zip code	Conditional	n/a	Number	5

FIELD NAME	DEFINITION	REQUIRED/ OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Same Address	The actual address	Conditional	Yes No	Picklist	n/a
Laptops (Planned)	Please enter the number of laptops planned for purchase. (Max length - 10 Characters)	Required	n/a	Number	10
Laptops (Actual)	The actual number of laptops	Conditional	n/a	Number	10
Laptops Expenditure (Planned)	The planned expenditure for laptops	Required	n/a	Number	10
Laptops Expenditure (Actual)	The actual expenditure for laptops	Conditional	n/a	Number	10
Tablets (Planned)	The planned number of tablets	Required	n/a	Number	10
Tablets (Actual)	The actual number of tablets	Conditional	n/a	Number	10
Tablets Expenditure (Planned)	The planned expenditure for tablets	Required	n/a	Number	10
Tablets Expenditure (Actual)	The actual expenditure for tablets	Conditional	n/a	Number	10
Desktop Computers (Planned)	The planned number of desktop computers	Required	n/a	Number	10
Desktop Computers (Actual)	The actual number of desktop computers	Conditional	n/a	Number	10
Desktop Computers Expenditure (Planned)	The planned expenditure for desktop computers	Required	n/a	Number	10
Desktop Computers Expenditure (Actual)	The actual expenditure for desktop computers	Conditional	n/a	Number	10
Public WiFi (Planned)	The number of WiFi equipment planned for purchase	Required	n/a	Number	10
Public WiFi (Actual)	The number of WiFi equipment actually purchased	Conditional	n/a	Number	10
Public WiFi Expend. (Planned)	The planned expenditure for WiFi equipment	Required	n/a	Number	10
Public WiFi Expend. (Actual)	The actual expenditure for WiFi equipment	Conditional	n/a	Number	10
Other Devices (Planned)	The number of other devices planned for purchase	Required	n/a	Number	10

FIELD NAME	DEFINITION	REQUIRED/ OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Other Devices (Actual)	The number of other devices actually purchased	Conditional	n/a	Currency	10
Other Expend. (Planned)	The planned expenditure for other devices	Required	n/a	Number	10
Other Expend. (Actual)	The actual expenditure for other devices	Conditional	n/a	Currency	10
Explanation of Other Expend.	Explanation of other expenditures	Conditional	n/a	Text	3000
Number of Users (Planned)	The planned total number of individuals using devices	Required	n/a	Number	10
Number of Users (Actual)	The planned total number of individuals using devices	Conditional	n/a	Number	10
Brief Narrative (Planned)	The planned number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services	Required	n/a	String	3000
Brief Narrative (Actual)	Provide a brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services.	Conditional	n/a	String	3000
Measurement of Effectiveness?	The measurement of the Project's effectiveness and impact through data collection, such as surveys.	Required	Yes No	Picklist	n/a

d) 1C Multi-Purpose Community Facility Template

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Street 1 (Planned)	The planned first street	Required	n/a	Text	40
Street 2 (Planned)	The planned second street	Optional	n/a	Text	40
Street 1 (Actual)	The actual first street	Conditional	n/a	Text	40
Street 2 (Actual)	The actual second street	Optional	n/a	Text	40
City (Planned)	The planned city	Required	n/a	Text	40
City (Actual)	The actual city	Conditional	n/a	Text	40
State (Planned)	The planned state	Required	All 50 States and U.S. territories	Picklist	n/a
State (Actual)	The actual state	Conditional	All 50 States and U.S. territories	Picklist	n/a
Zip Code (Planned)	The planned zip code	Required	n/a	Number	5
Zip Code (Actual)	The actual zip code	Conditional	n/a	Number	5
Same Address	Confirmation that the actual address the same as the planned address	Conditional	Yes No	Picklist	n/a
Type of Investment	The type of investment	Required	New Construction, Renovation	Picklist	n/a
Classrooms (Planned)	The planned type of capital asset and number of features	Required	n/a	Number	10
Classrooms (Actual)	The actual type of capital asset and number of classroom features	Conditional	n/a	Number	10
Computer labs (Planned)	The planned type of capital asset and number of computer lab features - Computer lab	Required	n/a	Number	10
Computer labs (Actual)	The actual type of capital asset and number of computer lab features	Conditional	n/a	Number	10
Multi-purpose Spaces (Planned)	The planned type of capital asset and number of multi-purpose features	Required	n/a	Number	10
Multi-purpose Spaces (Actual)	The actual type of capital asset and number of multi-purpose features	Conditional	n/a	Number	10
Telemedicine Rooms (Planned)	The planned type of capital asset and number of telemedicine features	Required	n/a	Number	10
Telemedicine Rooms (Actual)	The actual type of capital asset and number of telemedicine room features	Conditional	n/a	Number	10

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Other Capital Assets (Planned)	The planned type of capital asset and number of other features	Required	n/a	Number	10
Other Capital Assets (Actual)	The actual type of capital asset and number of other features	Conditional	n/a	Number	10
Type and Features	If “Other” selected, specify the type of capital asset and number of features	Conditional	n/a	Text	3000
Total square footage (Planned)	Planned total square footage funded by CPF dollars	Required	n/a	Number	10
Total square footage (Actual)	Actual total square footage funded by CPF dollars	Conditional	n/a	Number	10
Total Number of Users (Actual)	Actual number of individuals utilizing the capital assets	Conditional	n/a	Number	10
Access to Public Transit	Does the Multi-Purpose Community Facility have proximate access to public transportation opportunities	Conditional	Yes No	Picklist	n/a

e) Subrecipient Template

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Subrecipient Name	Subrecipient name	Required	n/a	Text	80
Subrecipient Tax ID Number (TIN)	The EIN number of this subrecipient	Required	n/a	Number	9
Unique Entity Identifier (UEI)	The UEI of this subrecipient	Required	n/a	Number	12
POC Name	Name for the point of contact for this subrecipient.	Required	n/a	Text	80
POC Phone Number	Phone number for the point of contact for this subrecipient.	Required	n/a	Number	10
POC Email Address	Email address for the point of contact for this subrecipient.	Required	n/a	Text	80
Zip5	The zip code for this subrecipient	Required	n/a	Number	5
Zip4	The zip+4 for this subrecipient	Optional	n/a	Number	4
Address Line 1	The street address for the subrecipient	Required	n/a	String	40
Address Line 2	Additional address information	Optional	n/a	String	40
Address Line 3	Additional address information	Optional	n/a	Text	40
City	The city of this subrecipient	Required	n/a	String	100
State Abbreviated	The standard two letter abbreviation for the	Required	Two-letter abbreviation	Picklist	2

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
	state/territory of this subrecipient.				

Appendix C – CPF 1A – Broadband Infrastructure Templates

a) Location Data Template

The downloadable template covers fields related to broadband infrastructure project location. The templates can be downloaded from the CPF Recipient Compliance and Reporting Responsibilities webpage and in the portal.

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Project Name	Name of the project	Required	n/a	Text	100
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Fabric ID Number	Site specific fabric identification number from the FCC broadband funded locations map that corresponds with the location in the field provided	Required	n/a	Text	20
Location Latitude	Latitude data for the location to which service is installed	Required	n/a	Number	20
Location Longitude	Longitude data for the location to which service is installed	Required	n/a	Number	20
Provider ID Number	FCC-provided ID for Providers that will align with the entity that files or will file BDC data.	Required	n/a	Text	20
Technology Type at Location	Type of technology at location	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, Specify	Explanation of Other type of technology (Planned)	Conditional – other technology type	n/a	Number	20
Location Type	Type of location	Required	Residential; Business; Community Anchor Institution	Picklist	n/a
Housing Units at Location	Number of housing units at residential locations	Conditional – Residential Location Type	n/a	Number	20
Speed Pre-Investment	Internet speed prior to CPF investment	Required	Below 25/3 Mbps; 25/3 Mbps or greater but less than 100/20 Mbps	Picklist	n/a
Maximum Download Speed Offered at	Maximum download speed offered/advertised at this location post CPF investment	Required	n/a	Text	20

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Location Post-Investment					
Maximum Download Speed Delivered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Conditional – Project Status	n/a	Text	20
Maximum Upload Speed Offered at Location Post-Investment	Maximum upload speed offered at location Post Investment	Required	n/a	Text	20
Maximum Upload Speed Delivered at Location Post-Investment	Maximum upload speed delivered at location post-investment	Conditional – Project Status	n/a	Text	20
Latency Delivered at Location Post-Investment	Latency delivered at location post-investment	Conditional – Project Status	n/a	Text	20
Void Location	Locations that were reported in error or are no longer part of the project	Optional	Void; Display	Picklist	n/a

When working with the bulk upload location data, there are several key considerations to help make the process run more smoothly:

- **Use the Correct Template**: To provide better data quality, Treasury updated the template for bulk uploads starting with the 2023 Q3 report (found here). Using the older template will produce errors from the upload. As of Q1 2024, Recipients also have the option to use the newly added excel version of the Bulk Upload Templates.
- **One File Per Project**: Each project should have a single bulk upload with all the locations associated with that project. Each 1A project will need to have its own upload for the location data associated with that upload. Uploading all location data in a single file for multiple projects can lead to overflow problems, making the upload time out.
- **Ensure that all required fields are included**: Make sure that every required field has correct data in it. Some fields will be conditionally required based on project status, technology type, or location type. Please ensure that such fields are included.

When updating location data reported in previous quarters (including reporting the maximum upload and download speed delivered and latency fields required for completed projects), there are several key considerations to help make the process run more smoothly:

- **Download existing location data:** Download data that was uploaded in previous reporting periods. This will provide a complete list of all locations associated with the project and a system-assigned location identifier, which allows records to be edited and updated.

- **Void locations:** If locations are no longer part of the project or were previously reported in error, set the status to void. This will remove the locations from the project's location list.
- **Reupload edited data:** Save the downloaded and edited file as a .csv and reupload it in the portal. This will update the existing location records.

b) Speed Tier and Pricing Template

FIELD NAME	DEFINITION	REQUIRED / OPTIONAL / CONDITIONAL	LIST VALUES	DATA TYPE	MAX LENGTH
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Name	This is used as the unique identifier to update existing records. ONLY populate this field if you are updating existing records	Optional	n/a	Text	20
Download Speed	The download speed at which service is offered	Required	n/a	Text	20
Upload Speed	The download speed at which service is offered	Required	n/a	Text	20
Type of Service	Type of service package	Required	Residential; Business; Other	Picklist	n/a
If "Other", please specify	Explanation of Other type of service	Conditional	n/a	Text	20
Base Monthly Price	The non-promotional base price for service at the speed tier, not including associated fees or taxes.	Required	n/a	Text	20
One-time Fees	The amount of any one-time fees associated with service at this speed tier	Required	n/a	Text	20
Type of One-time Fee	The type of one-time fee	Required	Installation Fee; Early Termination Fee; Other; N/A	Picklist	n/a
Monthly Fees	The amount of any monthly recurring fees associated with service at this speed tier	Required	n/a	Text	20
Type of Monthly Fee	The type of monthly recurring fee	Required	Modem/Router rental; Gateway Access; Managed WiFi; Autopay discount; Other; N/A	Picklist	n/a

Appendix D – Frequently Asked Questions (FAQs)

1) What are the definitison for classifying each location type?

The definitions for each location type, including housing units, can be found below:

Residential Location: A residential location is defined by the FCC as a location that is or contains "housing units" or "group quarters" based on the U.S. Census Bureau's definition of these terms.[3] For all locations identified as "residential," the recipient must also document the total number of "housing units" at that location.

Housing Unit: A housing unit is defined by the Census Bureau as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall.

Business Location: A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services.[4]

Community Anchor Institution: A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization,[5] or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

2) Can records be edited or updated after submission? How do I report changes?

Users can reopen and provide edits to their submitted Project and Expenditure Reports any time before the reporting deadline. Users will then be required to re-certify and submit the report to properly reflect any edits made.

3) How can users correct or edit pre-populated information or project information in the portal?

Please email CapitalProjectsFund@treasury.gov and explain the necessary edits.

[3] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127 (2021)(Third Report and Order).
[4] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 128 (2021).
[5] This term is used broadly and includes any public housing agency, HUD-assisted housing organizations or Tribal housing organization.

4) Who is authorized to designate the Account Administrator, Communications Only, the Point of Contact for Reporting, Point of Contact for Submission, and the Authorized Representative for Reporting for my organization's CPF's award?

Treasury requests that each CPF recipient follow its own decision-making procedures in making the five designations for each award.

5) What is the deadline for making the designation?

Treasury requests that recipients make designations as soon as possible to enable the recipient to submit required reports.

6) What are the responsibilities for each of the five designated roles?

The required roles are as follows:

- **Account Administrator** serves in the administrative role of maintaining the names of individuals who have been designated for roles in the portal. The Account Administrator is responsible for using the portal to provide the names of individuals designated as the CPF Point of Contact for Reporting, CPF Point of Contact for Submission and the CPF Authorized Representative. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports, but they are not able to submit a report (as noted below, the Authorized Representative is the only designee with authority to submit a report). Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other scenarios.
- **Communications Only** are individuals representing or related to program participants who do not need access to submissions or reports in the portal but do need to receive program communications. For example, a higher-level manager or executive overseeing a recipient's implementation of one or more particular CARES/ARP programs may neither need nor want access to the portal but does need to have a Contact record in Salesforce, does need to be affiliated with certain CARES/ARP program(s), and does need to receive certain program communications.
- **Point of Contact for Reporting** acts as primary contact for receiving official Treasury notifications about CPF reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the CPF reports, but the portal will not allow them to certify and submit the reports. More than one individual may be designated as a Point of Contact for Reporting.
- **Point of Contact for Submission** can see and edit all records related to submission (application, grant/program plan(s), admin fund changes, payment requests), but the portal will not allow them to certify and submit reports in the system. More than one individual may be designated as a Point of Contact for Submission.
- **Authorized Representative** is responsible for certifying and submitting official reports on behalf of the CPF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative. The

Authorized Representative is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports. The Authorized Representative can see/edit/submit all reports, for both submission and reporting.

7) May one individual be designated for multiple roles?

Yes, an individual may be designated for multiple roles. For example, the individual designated as the Account Administrator can also be designated as the Authorized Representative for Reporting or Point of Contact for Reporting. It is also acceptable to designate one individual for all five roles though Treasury recommends at least two individuals be assigned the account administrator role, where practicable.

8) May user designations change from time to time?

Yes, the Account Administrator is able to make changes and updates to the list of designated individuals whenever needed.

9) Must each of the designated individuals register for using portal?

Yes, anyone designated for any of the roles must register with ID.me or Login.gov before they will be given access to the portal. Please contact CapitalProjectsFund@treasury.gov for more information and guidance on registering with ID.me or Login.gov. If the individual has already registered with ID.me, they do not have to register with Login.gov to access reports.

Revision Log

VERSION	DATE PUBLISHED	SUMMARY OF CHANGES
1	10/06/2022	Initial Release
2	07/20/2023	Updated with requirement to provide standardized FCC identifiers for Broadband Infrastrure Location Data uploads.
3	10/6/2023	Updated to clarify that projects tab includes awards and subawards and to include instructions on the bulk upload for broadband location data.
4	12/27/2023	Updated to provide additional information on how to enter data by bulk upload, to add additional help text for Recipients, to move location type definitions to Appendix D, and to reorganize User Guide sections to match the order in which data is entered on the report.
5	3/28/2024	Updated to provide information on reporting program income for 1B and 1C projects, excel loader bulk upload functionality, reporting cancelled projects, and overall portal enhancements.
6	6/29/2024	Updated to reflect portal enhancements.
7	9/30/2024	Updated with formatting enhancements and to clarify speed and latency for completed projects.
8	12/18/2025	Updated to reflect addition of a bulk upload function for required speed tier and pricing data and details on updating previously reported location data.


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